



#### Job Situation

Small busy office. Desk, computer, fax, phone. Sometimes stressful, intense. Close co-operation with employer. Flexible hours.

#### Weekly Hours of Work

40

#### Overtime

As required

#### Monthly Salary

\$3,100

#### Student Loan – Owing

#### Student Loan – Monthly Payment

\$155

#### Duties

Consult with and advise employer. Liaise with support network. Maintain good public relations. Handle media and publicity. Research and write briefs and speeches.

#### Prospects

Policy maker. Senior advisor to policy makers. Business management. Consulting.

#### Job Title

Executive Assistant

#### National Occupational Classification (NOC)

1222

#### Job Description

Well you picked a winner this time! You were the only qualified applicant, but your new employer wasn't entirely comfortable with you having come from the camps of a major political party. You pointed out that he doesn't have much choice if he wants someone with real experience. He laughed at your quick retort and a partnership was made. Actually you liked him on the spot and your sixth sense told you that he really has what it takes.

Figuring out what makes Mr. Phalen tick is not just an idle exercise for your intellect. You have already done your homework on his background. He won his seat partly because of his obvious sincerity, and partly because the voters were angry with both of the big political parties. It will be very hard for him to hold on to it through the next election unless he acquits himself brilliantly, and draws favourable attention to himself.

Which is where you come in. You help him develop a strategy based on his strengths, which are idealism, intelligence, and honesty. However he tends to ramble on a bit in interviews and sometimes makes ill-considered remarks. It's very easy for journalists to quote him out of context and make him look bad. You know he'll never talk in soundbites, and you wouldn't want him to, but you do show him how to wrap up a sentence so the journalist has to use the whole thing. You also make sure the media are constantly informed of all the projects and good causes he's involved with.

Gradually he'll trust you to make his appointments, take his phone calls and schedule his days. That will free him up to get out there and find out who his constituents are and what they want from him if they're going to vote for him again. The legislature will soon begin its next session. It will be hard for him, as an independent, to have much impact in there. Outside, on the steps where the press wait, is where he will have to make his speeches. You're writing one now.