

## **Parliamentary Committee Volunteer in Office of Elizabeth May, MP**

The office of Elizabeth May is seeking Committee Volunteers to assist with her work on Parliament Hill. The primary focus of the volunteer position is to play a key role in ensuring the Member is kept up to date on all developments in meetings of the House of Commons standing committees. The commitment is approximately **5 hours a week** when the House of Commons is in session.

### **Description of Duties:**

1. Parliamentary Committees: attend committee meetings on behalf of MP, provide regular updates to Member about committee work, assist in research and help in preparing lists of proposed witnesses, review legislation and assist in the preparation of amendments. Will work closely with Member and Parliamentary Research Assistant.
2. Assist Member with tasks as requested.

### **Desired Qualifications:**

- Post-secondary studies in any of the following disciplines: Political Science, Policy Studies, Environmental Studies, Communications, Public Policy, Law, or a related field
- Strong communications skills both written and oral
- Team player and takes initiative
- Bilingualism (French, English) is an asset
- Familiarity with Green Party Policies is an asset
- Ability to work in a fast-paced environment

For more information or to apply, please contact Simcha Walfish at [elizabeth.may.a6@parl.gc.ca](mailto:elizabeth.may.a6@parl.gc.ca) or 613-996-0802.