

Administrative Support

Position Status: Permanent
Posting Status: Open
Location: 26 Prince Andrew Place, Toronto, ON M3C 2H4
(Don Mills and Eglinton)
Starting Salary: \$46,673 per year
Hours of Work: 36.25 per week
Posting Date: May 3, 2024
Closing Date: May 7, 2024

Who we are

The Office of the Chief Electoral Officer (Elections Ontario) is an independent, non-partisan office of the Legislative Assembly of Ontario, responsible for administering provincial elections and by-elections in Ontario. We are committed to making voting easy and accessible for all electors, while maintaining the integrity, security, and transparency of the electoral process.

Join our team

The Electoral Operations and Field Operations Management & Training divisions are seeking a meticulous Administrative Support to join their team. In this role, you will support the activities involved in the planning, preparation and delivery initiatives surrounding the execution of electoral and referenda events in Ontario.

What to expect in this role

Reporting to the Directors, Electoral Operations and Field Operations Management & Training, you will:

- Support Division staff with administrative tasks.
- Coordinate meetings, take and publish meeting minutes and records of discussion.
- Maintain files and SharePoint sites.
- Coordinate accommodations, meals, and travel for staff.



What you need to qualify

- Strong proficiency in Office 365 and SharePoint.
- Strong verbal and written communications skills.
- Demonstrated proofreading and editing skills.
- Attention to detail and a strong work ethic.
- Proficiency in taking and publishing minutes.
- Demonstrated willingness to learn.
- Election administration experience is an asset.
- Must be legally entitled to work in Canada.

Elections Ontario offers alternative work arrangements (Telework or Compressed Work Week). This position requires in-office presence 3 to 5 days per week, based on operational requirements.

How to apply

Our recruitment process reflects our mission to uphold the integrity and accessibility of the electoral process and to manage elections in an efficient, fair, and impartial manner. We offer career growth opportunities and a competitive rewards program.

Please submit your cover letter and resume, as one attachment, quoting File# **EO-2024-65** in the subject line of the email to hr@elections.on.ca no later than **May 7, 2024**.

We thank all applicants for their submission. Only those candidates selected for an interview will be contacted.

How to request an accommodation

Elections Ontario is an equal opportunity employer. We are committed to fostering an inclusive, equitable and accessible environment, where all employees feel valued, respected, and supported.

Under the *Accessibility for Ontarians with Disabilities Act* and the *Ontario Human Rights Code*, we provide accommodations to applicants with disabilities throughout the recruitment and selection process. If you require a disability-related accommodation to participate, please call 1-888-668-8683, send a fax to 1-866-714-2809, TTY at 1-888-292-2312 or email hr@elections.on.ca.