

Executive Assistant to the Chief Administrative Officer

Position Status: Permanent
Posting Status: Open
Location: 26 Prince Andrew Place, Toronto, ON M3C 2H4 (Don Mills & Eglinton)
Salary Range: \$67,149 to \$93,880 per year
Hours of Work: 36.25 per week
Posting Date: April 12, 2024
Closing Date: April 17, 2024 at 4:00 p.m.

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, by-elections, and referenda 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 Office of the Chief Electoral Officer seeks a highly motivated self-starter with excellent organization, communication and interpersonal skills to provide executive support services to the Chief Administrative Officer (CAO) including the coordination of operational policy, administrative and program matters/advice and issues and relationship management activities.

What to expect in this role

Reporting to the Chief Administrative Officer, you will:

- Be a valuable member of a small and collaborative Executive Office team.
- Track and keep the CAO abreast of emerging issues and requests from both internal and external stakeholders on matters relating to the Administrative Cluster.
- Manage and coordinate the issues management function including the review of high priority issues involving politically sensitive matters or matters of a contentious/confidential nature ensuring the preparation of briefing and issue note requests and CAO correspondence.
- Provide executive support to committee meetings and act as coordinator for the preparation of meeting agenda, minutes, research and follow-up briefings.

- Provide a variety of executive support services to the CAO by gathering and verifying information, preparing background material, statistical reports, surveys and other documents on a variety of procedural subjects.
- Compose correspondence, create presentations and handle confidential information, keep track of pending items and communicate with various jurisdictions, outside agencies, staff, political party and government offices to request or respond to information.
- Manage and coordinate special projects and assignments for the executive to address immediate issues requiring research and analysis of operational policies, administrative and program issues.
- Develop recommendations to improve administrative systems and operational procedures to support the management and delivery of programs, services and projects to support Elections Ontario's (EO's) strategic plan and mandate.
- Maintain and develop strong relationships with internal and external stakeholders while offering point-of-contact support to collaborate on special projects and interjurisdictional business for the Executive team.
- Coordinate corporate human resources activities and the business planning and budget estimates processes for the Cluster.
- Attend EO committee meetings and provide follow up and support to the executive on actions pertaining to the Cluster.
- Provide guidance to administrative staff.

What you need to qualify

- 3+ years' experience working with and reporting to executive (director level and above).
- Demonstrated knowledge of the protocols and practices of an executive office and its relationships with other executive offices, including internal/external partners/stakeholders.
- Demonstrated knowledge of and experience applying the theories, principles and techniques of policy development, as well as demonstrated knowledge of the structure and operation of executive committees and executive committee decision-making.
- Demonstrated knowledge of issues management methodologies and experience applying strategic planning, analytical, and issue management skills.
- Demonstrated experience dealing with sensitive, contentious, and confidential issues and exercising discretion and political acuity.
- Demonstrated knowledge of financial management practices, estimates, finance and accounting procedures.



- Highly developed interpersonal, communication, relationship management and partnership building skills.
- Demonstrated analytical, problem solving and research skills.
- Highly developed organizational, planning and time management skills.
- Well-developed oral and written communication skills.
- Demonstrated knowledge and experience using Internet and computer business/office software specifically MS Office and SharePoint.
- Demonstrated group leadership skills.
- Knowledge and understanding of EO operations, structure, and electoral practices.
- 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-2024-59**, to [Executive Assistant to the Chief Administrative Officer Application](#) no later than **April 17, 2024 at 4:00 p.m.**

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.