

Marketing Communications Coordinator

Position Status:	Temporary Assignment to March 31, 2027
Posting Status:	Open
Location:	26 Prince Andrew Place, North York, ON M3C 2H4 (Don Mills and Eglinton)
Starting Salary:	\$67,149 - \$93,880 per year
Hours of Work:	36.25 per week
Posting Date:	April 24, 2024
Closing Date:	April 26, 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, 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 Communications division of Elections Ontario is seeking an energetic, highly motivated, and organized professional. As a Marketing Communications Coordinator, you will assist in managing the development, implementation and delivery of communications strategies, programs and projects that support Elections Ontario, including advertising, creative design, website content, social media support, communications services, and the production of public-facing reports, and marketing materials.

What to expect in this role

Reporting to the Manager, Creative Design & Marketing, you will:

- Assist in the development and implementation of innovative marketing and advertising plans, including media planning, and buying, creating marketing materials and vendor management.
- Assist in website content management, including content creation, editing and coordinating with internal stakeholders to provide content updates, when required.
- Support social media team in content writing, editing and monitoring, when required.

Elections Ontario

- Create marketing, outreach, and public education materials for a wide range of stakeholder groups, grassroots organizations, and community partners.
- Monitor and track the progress of projects, ensuring deliverables are completed within timelines and budget.
- Coordinate and lead interdisciplinary project teams.
- Research, write, edit, and distribute project briefs, creative briefs, advertising copy, information kits, education tools, reports, and briefing materials.
- Assist in procurement requirements, budgeting and tracking of budget.
- Manage Elections Ontario's relationship with key Communications vendors.
- Produce and deliver presentations, as required.

What you need to qualify

- Exceptional/superior oral and written English language skills.
- Demonstrated experience working with vendors such as communications agencies, printers, media buyers and graphic designers.
- Demonstrated extensive knowledge of marketing project management, methodologies, techniques, and tools.
- Demonstrated knowledge of and experience in applying marketing communications principles and practices to various communications projects and initiatives.
- Demonstrated experience using Office 365 and Adobe Acrobat Pro and Adobe InDesign.
- Highly skilled and well-versed in copy editing and proofreading for a variety of communication materials.
- Highly developed research, presentation, and negotiation skills.
- Excellent analytical, problem-solving, and organizational skills.
- Excellent relationship management, interpersonal and leadership skills to build and foster relationships with internal and external stakeholders.
- Familiarity with the *Election Act* and Elections Ontario's operational and strategic objectives, strategies, and initiatives.
- 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-2024-60** to [Marketing Communications Coordinator Application](#) no later than **April 26, 2024**.

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

Please note: Applications without a cover letter will not be accepted.

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.