



Elections Ontario

Enterprise Project Management Office Co-op Student

Temporary Assignment May 1, 2018 to August 24, 2018

Open

Who we are

The Office of the Chief Electoral Officer is a non-partisan agency of the Legislative Assembly of Ontario, responsible for the administration of provincial elections, by-elections and referenda.

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. Together we lead change by building modern services that put the needs of electors first.

We believe in Responsiveness and Innovation, Accountability and Integrity, Respect and Efficiency.

Join our team

The Innovation and Electoral Transformation division is seeking a candidate to help with the implementation of the Enterprise Project Management Office's tools, templates and guidelines, while assisting with the governance of monitoring and providing support to various stakeholders through the project lifecycle of various initiatives.

The position will provide an excellent opportunity for those interested in learning about the Project Management discipline.

What you can expect in this role

Reporting to the Project Manager, Command Centre, you will:

- Update and revise the EPMO SharePoint site to make it easier for internal team stakeholders to navigate and search/locate relevant documents.
- Create/modify easy to use tools, templates and processes.
- Create a formal EPMO records management process to comply with the EO records management process.
- Govern and audit project work packages/artifacts.
- Analysis, track and monitor issues, risks and other concerns.
- Create a formal, integrated lessons learned repository.
- And other duties as assigned.

Qualifications

- Results oriented, detail focused with a passion for excellence.
- Excellent interpersonal, communication, presentation, and problem-solving skills.
- Strong organizational, analytical and problem-solving skills
- Adaptability to learn in a high paced, active environment while multitasking on numerous activities concurrently.
- Proficient with MS Office Suite (Excel, Word, PowerPoint).
- Excellent interpersonal skills, oral and written communication skills.
- Proficient with MS Office Suite, MS Project.
- Ability to display tact and diplomacy particularly in a political sensitive environment.
- Nice to have: Working knowledge of MS Project and Visio.
- Nice to have: Working knowledge of SharePoint and SharePoint lists.
- Nice to have: Demonstrated understanding of financial reporting concepts and tools.
- Nice to have: a candidate in their senior year.
- Nice to have: a candidate that has taken a Project Management course or has experience with Project Management methodologies/terminology.
- Must be legally entitled to work in Canada.

Compensation

Hourly Rate: TBD

How to apply

Please submit your resume and cover letter as one attachment quoting **File # EO-2018-34** to hr@elections.on.ca no later than **April 26, 2018**.

We are an Equal Opportunity Employer. If you require a disability-related accommodation to participate in the recruitment process, please contact us at 1-888-668-8683, Fax at 1-866-714-2809, TTY at 1-888-292-2312 or hr@elections.on.ca. We will accommodate your needs under the Ontario Human Rights Code.

While we appreciate all applications, only those candidates selected for an interview will be contacted. We thank all applicants for their submissions.

Posting Date: April 12, 2018