



Elections Ontario

Party Support Network Officer

Temporary Assignment April 1, 2018 – June 30, 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 Communications and Strategic Services division is seeking a highly-driven professional based out of our office in Scarborough who wants to work for an organization that offers career growth opportunities and a competitive rewards program.

As part of Elections Ontario's ongoing commitment to fostering relationships with every political party in Ontario, the Party Support Network Officer is the point of contact for representatives of political parties to direct their enquiries and concerns. The PSN Officer supports all registered parties in Ontario to ensure they are well-informed about the electoral process and the laws which govern it. The Party Support Network Officer will require excellent communication and customer-service skills with sound judgment to address enquiries from political parties.

What you can expect in this role

Reporting to the Manager, Strategic Services, you will:

- Support the establishment and maintenance of Elections Ontario's Party Support Network during the 2018 General Election.
- Respond to party enquiries in a clear, consistent and impartial manner with accuracy and confidence.
- Maintain a detailed electronic tracking system for daily reporting of Party Support Network volume throughout the General Election.
- Coordinate with internal Elections Ontario staff to develop consistent and accurate communications with political parties.
- Maintain current knowledge of all protocols, operational policies, procedures, and business processes for the conduct of PSN operations.
- Maintain ongoing communications with political parties as required through the drafting and reviewing of the Party Support Network newsletter.

- Synthesize information from a variety of sources to assist with the development of correspondence, FAQs, fact sheets, briefing notes, reports and other materials.
- Navigate a sensitive political environment while building relationships with political party representatives.
- Initiate and support a variety of special projects as required.

Qualifications

- Experience preparing external communication materials, correspondence, and fact sheets.
- Strong relationship management skills, coupled with tact and diplomacy, while working across diverse communities and cultures while operating in a sensitive environment.
- Highly-developed oral and written communication skills with a customer-service focus and excellent judgment.
- Strong analytical, problem-solving and organizational skills with excellent attention to detail and strong intellectual curiosity to identify approaches to emerging issues.
- Ability to proactively identify, manage and escalate issues quickly.
- Demonstrated ability to manage multiple priorities while working both independently and as part of an inter-disciplinary team.
- Highly-developed knowledge and proficiency in the use of MS Office including Outlook, Word, Excel, and PowerPoint.
- Understanding of Elections Ontario programs, policies and legislative framework, as well as business initiatives, strategies, relevant legislation and programs.
- Experience working in a non-partisan environment and supporting executive communications is considered an asset.
- Must be legally entitled to work in Canada.

Compensation

Hiring Salary: \$59,152 per annum

How to apply

Please submit your resume and cover letter as one attachment quoting **File # EO-2018-24** to <https://hrassociates.wufoo.eu/forms/mwh557i0jr3i3q/> no later than **March 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: March 12, 2018