



**Elections
Ontario**

Communications Coordinator

1 Permanent
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 collaborative, team-oriented professional who wants to work for an organization that offers career growth opportunities and a competitive rewards program.

The Communications Coordinator will assist in managing internal and digital communications strategies, programs and projects for Elections Ontario.

What you can expect in this role

Reporting to the Manager, Communications and Support Services, you will:

- develop and lead communication plans;
- lead digital communication planning and implementation;
- manage website, content development, layout and design and AODA compliance
- manage communications channels, including website, intranet
- coordinate and lead interdisciplinary project teams;
- act as escalation point for communication team members;
- research, write, edit and publish reports, communication materials and incidental briefing materials;
- conduct research, analysis and recommendations of communication issues, tactics and tools;
- participate in the procurement of communication services and products according to established process;

- assist in the development of communication delivery models and solutions; and
- assist in budgeting and procurement processes
- develop RFP, RFI, RFQ and participate in vendor selection and onboarding process
- participate on committees and working groups.

Qualifications

- demonstrated knowledge and experience in communications
- proficiency with website content management tools (such as Adobe Experience, Drupal);
- proficiency with Microsoft products (such as Office 365 and Sharepoint);
- demonstrated experience and skill in digital tools management;
- demonstrated experience and skill in vendor management;
- sound knowledge of communications methods, practices and techniques;
- superior writing, editing and research skills;
- excellent oral, presentation and negotiation skills;
- excellent analytical and problem-solving skills;
- strong organizational skills; and
- demonstrated leadership skills;
- must be legally entitled to work in Canada.

Compensation

Starting salary: \$65,731 per annum

How to apply

Please submit your resume and cover letter as one attachment quoting **File # EO-2019-02** to hr@elections.on.ca no later than **4:00 pm, January 18, 2019**. Attachments must be submitted in MS Word (.doc), PDF (.pdf) or Rich Text (.txt) format.

We are an Equal Opportunity Employer. If you require a disability-related accommodation to participate in the recruitment process, please contact us at hr@elections.on.ca or TTY at 1-888-292-2312 or. 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: January 7, 2019