



# Elections Ontario

## Election Infrastructure Clerk

1 Permanent  
Open

### Who we are

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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

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The Operations division is seeking a highly organized and motivated individual who wants to work for an organization that offers career growth opportunities and a competitive rewards program.

The Election Infrastructure Clerk will provide administrative, technical and project support to the Manager, Election Infrastructure and the Election Infrastructure Coordinator for the preparation and delivery of electoral and referenda events.

### What you can expect in this role

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Reporting to the Manager, Election Infrastructure, you will:

- provide project support through tracking of project timelines, quality control, budget monitoring, participate in process redesign and workflow mapping and database maintenance;
- actively participate in divisional project management meetings and project teams and provide input and feedback to advance the completion of projects and assignments;
- provide process and technical support to field stakeholders, in both event and non-event periods and respond to operational inquiries from Returning Officers and their staff regarding electoral information pertaining to any aspect of an electoral event;
- coordinate the preparation of materials/reports/documentation, research background information and compile information/data for easy access and retrieval. Compile and maintain up-to-date stakeholder databases/information;
- provide administrative support by organizing and maintaining documentation, materials created, ensuring ease of retrieval and update;

- actively participate in writing documentation related to voting processes and proofreading for the production of a variety of documents, using prescribed software;
- participate in the development and formatting of forms, manuals and other documents, and to undertake process mapping;
- assist with the creation and delivery of presentations to internal clients for assigned projects; and
- maintain knowledge of all protocols, operational policies and procedures and business processes for the conduct of Returning Officer Support Network operations.

## Qualifications

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- demonstrated proficiency with MS Office Suite and a variety of computer programs, including word processing, spreadsheet, MS Access, presentation, and project management software;
- 1-2 years of experience working within project teams;
- demonstrated editing and proofreading skills to identify grammar, punctuation and spelling errors and other inconsistencies;
- excellent interpersonal and oral communication skills;
- strong organizational skills to enable effective management of multiple, shifting priorities;
- demonstrated experience in troubleshooting issues with clients over the phone in a professional and friendly manner;
- demonstrated experience to identify/implement process improvements;
- excellent analytical and problem solving skills and ability to pay close attention to detail and adhere to strict deadlines;
- demonstrated ability to perform in a busy, changing, multi-tasking work environment;
- demonstrated ability to work independently and within teams;
- must be legally entitled to work in Canada

## Compensation

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Starting salary: \$53,190 per annum

## How to apply

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Please submit your resume and cover letter as one attachment quoting **File # EO-2019-01** to [hr@elections.on.ca](mailto: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](mailto: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