

Election Processes & Training Coordinator

Temporary Position to December 31, 2021

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, Innovation, Accountability, Integrity, Respect and Efficiency.

Join our team

The Operations division is seeking a highly motivated and organized individual for the position of Election Processes & Training Coordinator to assist in managing the design, development, implementation, delivery and maintenance of electoral event related training and e-learning programs and initiatives. In this position, you will provide expertise, leadership and project management skills to support the learning deliverables for Elections Ontario (EO) staff and a large extended electoral event workforce.

What you can expect in this role

Reporting to the Manager, Election Processes & Training, you will:

- Participate in the development of comprehensive training programs/initiatives;
- Lead projects of varying size and complexity, including developing and coordinating large-scale training project plans from conception to completion, and monitor/lead project team activity;
- Coordinate the development and production of field training materials;
- Assist in the development of training delivery models and solutions;
- Conduct research and analysis of training issues and prepare reports;
- Assist in the establishment and implementation of performance standards, benchmarks, reporting and measurement processes;
- Produce and deliver training sessions – both technical and non-technical; and
- Edit materials produced by the training staff, participate on committees, task forces and working groups.

Qualifications

- Experience supervising staff;
- Sound knowledge of and demonstrated experience applying adult education theory, principles and practices;
- Well-developed writing, editing and research skills;
- Excellent oral, presentation and facilitation skills;
- Excellent analytical and problem-solving skills;
- Strong organizational skills;
- Knowledge of project management methodologies, techniques and tools; PMP certification an asset
- Proficiency in the use of documentation and training-related software (e.g. Flare, Captivate, Adobe In-Design);
- Proficiency in the use of a learning management system (e.g., Desire2Learn);
- Familiarity with the *Election Act*, and Elections Ontario operational and program objectives, strategies and initiatives; and
- Must be legally entitled to work in Canada.

Compensation

Salary: \$66,388

Location

51 Rolark Drive, Toronto ON M1R 3B1 (closest major intersection: Warden and Ellesmere)

How to apply

Please submit your resume and cover letter as one attachment quoting **File # EO-2020-48** to hr@elections.on.ca no later than **September 23, 2020**. Attachments must be in MS Word (.doc), PDF (.pdf) or Rich Text (.rtf) format.

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: September 16, 2020
Closing Date: September 23, 2020