



Elections Ontario

Executive Assistant to the Chief Operating Officer

Temporary/Secondment Assignment to January 31, 2022

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 Office of the Chief Electoral Officer seeks a highly motivated self-starter with excellent organization and communication skills.

What you can expect in this role

Working alongside the Chief Operating Officer, you will:

- be a valuable member of a small and collaborative Executive Office team;
- have the opportunity to gain first-hand experience and an understanding of all operational aspects of election administration;
- track and keep the COO abreast of emerging issues and requests from both internal and external stakeholders on matters relating to the Operations Cluster;
- maintain and develop strong relationships with internal and external stakeholders while offering point-of-contact support to collaborate on special projects and interjurisdictional business for the Executive team;
- prepare reports, analyses, and position papers that align with Elections Ontario's (EO's) key messaging and initiatives for the consideration of the Executive team, committees, as well as government bodies;
- provide Executive support at committee meetings and act as the coordinator for the preparation of meeting agendas, minutes, research, and follow-up briefings;

- manage and coordinate the issues management function including the review of high priority issues involving politically sensitive matters or matters of a contentious/confidential nature ensuring the preparation of briefing and issue note requests and Executive correspondence;
- compose correspondence, create presentations and handle confidential information, keeping track of pending items and communicate with various jurisdictions, outside agencies, staff, political party, and government offices to request or respond to information;
- develop recommendations to improve administrative systems and operational procedures to support the management and delivery of programs, services, and projects to support EO's strategic plan and mandate; and
- attend EO committee meetings, provide follow up and support to the Executive on actions pertaining to the Operations cluster.

Qualifications

- demonstrated knowledge of the protocols and practices of an Executive office and its relationships with other Executive offices, including internal/external partners and stakeholders;
- demonstrated knowledge of and experience applying the theories, principles, and techniques of policy development, as well as demonstrated knowledge of the structure and operation of Executive committees and Executive committee decision-making;
- demonstrated knowledge of issues management methodologies and experience applying strategic planning, analytical, and issue management skills;
- demonstrated experience dealing with sensitive, contentious, and confidential issues and exercising discretion and political acuity;
- demonstrated knowledge of financial management practices, estimates, finance, and accounting procedures;
- highly developed interpersonal, communication, relationship management, and partnership building skills;
- demonstrated analytical, problem solving, and research skills;
- highly developed organizational, planning, and time management skills;
- well-developed oral and written communication skills;
- demonstrated knowledge and experience using Internet and computer business/office software;
- demonstrated group leadership skills;
- knowledge and understanding of EO operations, structure, and electoral practices; and
- Must be legally entitled to work in Canada.

Location

This position provides support approximately 2 to 3 days a week at the 51 Rolark Drive location and 2 to 3 days a week at the 95 St. Clair Avenue West location.

Compensation

Starting Salary: \$66,388 per annum

How to apply

Please submit your resume and cover letter as one attachment quoting **File # EO-2020-10** to hr@elections.on.ca no later than **Tuesday, March 31, 2020**.

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 18, 2020

Closing Date: March 31, 2020