



Elections Ontario

Education Resources Advisor

Temporary Assignment to August 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, byelections 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.

Our organization offers career growth opportunities and a competitive rewards program. We encourage you to apply to become a valued member of the Communications and Public Engagement team.

What we are looking for

The Communications division is seeking a highly skilled, motivated, and experienced individual to develop and modernize Elections Ontario's (EO's) classroom educational materials and resources for elementary and high school students and teachers in Ontario to increase students' knowledge of civic participation, understanding and enthusiasm for the electoral process, awareness of voting and voter registration, and knowledge of the legislature and democracy in Ontario. This position is based out of our midtown Toronto office but will be required to work at multiple office locations (95 St. Clair Ave W and 51 Rolark Drive).

The ideal candidate should be passionate about developing engaging learning materials and activities for youth, incorporating community input, and designing education materials for diverse learning styles and teaching methods.

What you can expect in this role

Reporting to the Manager, Communications and Public Engagement, you will:

- Lead the development of educational materials and resources from conception to completion, including coordinating the planning and production of materials; this includes, but is not limited to, creation of a Democracy in a Box kit, revision of Ontario Register of Future Voters materials, and refresh of Voting Rules! teacher toolkits;

- Make suggestions and recommendations to management on approach for education materials update and identify opportunities for new topics and formats, based on emerging election and democracy issues and trends; these could include a combination of lesson plans, discussion activities, interactive games, evaluations, and blended learning tools that accommodate the shift to online learning;
- Interpret provincial curriculum guidelines and requirements to inform the development and revision of materials and resources;
- Establish and facilitate a participatory development process, including an Education Advisory Committee made up of teachers, educators and relevant stakeholders to gather input and guidance on the redevelopment of EO's existing and new educational materials;
- Conduct research and needs assessments to identify gaps in existing election education resources;
- Work with internal stakeholders and an external design vendor to coordinate design and production of final education materials and resources;
- Support communications team with launch and distribution of education materials; and
- Create debrief report(s) with recommendations for continuous updates and dissemination of education materials.

Qualifications

- Knowledge and understanding of education theory, principles and practices and expertise in education materials development and child-adolescent learning;
- Experience developing, delivering and/or evaluating public education materials in Ontario;
- Research and analytical skills to conduct needs assessments to identify teachers' and students' needs and gaps in existing elections education resources;
- Well-developed written communications and editing skills to draft, write and edit educational materials;
- Well-developed project management skills and ability to plan and manage priorities to ensure education resource development and production outcomes, schedules and budgets are achieved;
- Collaboration, relationship management, interpersonal and consultative skills to establish and facilitate advisory groups;
- Demonstrated experience and/or knowledge of democracy and electoral processes in Ontario and Canada;
- Understanding of best practices and trends in blended learning and virtual teaching tools;
- Ability to understand requirements and provisions under the *Election Act* and Elections Ontario's overall strategic direction to provide expertise in the content for education materials and resources; and
- Must be legally entitled to work in Canada.

Compensation

Starting salary: \$66,388 per annum

How to apply

Please submit your resume and cover letter as one attachment quoting **File # EO-2021-04** to hr@elections.on.ca no later than **January 25, 2021**.

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: January 11, 2021

Closing Date: January 25, 2021