

Supervisor, Communications

Position Status: Temporary Assignment to July 29, 2022
Posting Status: Open
Location: 95 St. Clair Avenue West, Toronto, ON
Starting Salary: \$78,673 per year
Hours of Work: 36.25 per week
Posting Date: May 4, 2021
Closing Date: May 11, 2021

Who we are

The Office of the Chief Electoral Officer (Elections Ontario) is an independent, non-partisan office of the Legislative Assembly of Ontario, responsible for administering provincial elections, by-elections, and referenda in Ontario. We are committed to making voting easy and accessible for all electors, while maintaining the integrity, security, and transparency of the electoral process.

Join our team

The Communications division is seeking a results-oriented and motivated individual to lead and supervise the design and print production operations and support the development and delivery of marketing and advertising initiatives that contribute to the ongoing planning, preparation and delivery of communication initiatives surrounding the planning and execution of electoral and referenda events 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).

What to expect in this role

Reporting to the Manager, Creative Design & Marketing, you will:

- Supervise the design, development, and production of marketing and advertising materials, including the preparation of advertisements, promotional material, and materials to support communications plans and the business needs of internal clients.
- Plan and supervise the coordination and production of election ballots with designated/selected printers across the province and ensures established quality control standards are consistently achieved.
- Lead and supervise the design and/or print production of key communication tools, including election forms, brochures, signage, and special ballot voting packages for the 2022 general election.

- Lead and supervise the design, layout, and production of public-facing reports, including the Official Report on Election Returns, ensuring quality standards are achieved.
- Contribute to the planning, development, and implementation of the electoral communication strategy in support of Elections Ontario's (EO's) strategic plan.
- Manage special projects of varying size and complexity: identifying requirements, timelines and resources; preparing required deliverables according to established structures and standards; managing project teams and budgets against plans; resolving issues as required.
- Prepare business requirements for Request for Proposals and other tender documents, including tender publications or bidder invitations and bidder meetings, evaluate responses and make recommendations for awarding contracts.
- Supervise the work of the Communications Coordinator and Creative Design and Social Media Officer and manage project teams and projects with variable number of team members.
- Support the establishment and tracking of performance standards, benchmarks, reporting and measurement processes to monitor and improve service quality; identify opportunities for the continuous improvement of the Creative Design and Marketing function, including production and printing processes.

What you need to qualify

- 3-5 years demonstrated experience leading the print/digital production of materials public facing reports.
- Knowledge of communications planning practices, methodologies, and techniques, along with design principles, digital and print production techniques
- Knowledge of strategic planning and management principles, theories, policies, and practices to provide advice and support the planning, development, and implementation of the electoral communication strategy.
- Proficiency in Microsoft Office, Adobe Creative Cloud.
- Knowledge and understanding of EO's corporate business strategies, operational plans, and goals to contribute to the formulation and implementation of communications and marketing/advertising plans and strategies.
- Knowledge of the *Election Act* and *Election Finances Act* and their overall content.
- Knowledge of the *French Language Services Act*, *Accessibility for Ontarians and Disability Act* and the Human Rights Code legislation to ensure all communications, advertising and marketing materials comply.
- Well developed communication skills to communicate with senior management, staff, stakeholders, and vendors and work in teams and foster teamwork in

others and to write reports, edit and approve communications, advertising, and marketing materials.

- Well developed leadership, supervisory and administrative skills to supervise staff, and lead project team members.
- Demonstrated project management and budgeting skills to manage projects of varying size, including project budgets and resources.
- Must be legally entitled to work in Canada.

How to apply

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. We offer career growth opportunities and a competitive rewards program.

Please submit your cover letter and resume as a single attachment, quoting File #EO-2021-50 in the subject line, to [Supervisor, Communications Application](#) no later than **May 11, 2021**.

We thank all applicants for their submission. Only those candidates selected for an interview will be contacted.

How to request an accommodation

Elections Ontario is an equal opportunity employer. We are committed to fostering an inclusive, equitable and accessible environment, where all employees feel valued, respected, and supported.

Under the *Accessibility for Ontarians with Disabilities Act* and the *Ontario Human Rights Code*, we provide accommodations to applicants with disabilities throughout the recruitment and selection process. If you require a disability-related accommodation to participate, please call 1-888-668-8683, send a fax to 1-866-714-2809, TTY at 1-888-292-2312 or email hr@elections.on.ca.