

## Event Logistics Coordinator

<b>Position Status:</b>	Temporary Assignment to October 31, 2025
<b>Posting Status:</b>	Open
<b>Location:</b>	26 Prince Andrew Place, Toronto, ON M3C 2H4
<b>Starting Salary:</b>	\$71,563 per year
<b>Hours of Work:</b>	36.25 per week
<b>Posting Date:</b>	August 30, 2024
<b>Closing Date:</b>	September 09, 2024

### 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 Field Operations Management unit of Elections Ontario is seeking a results-oriented, highly driven, engaging and organized event planning professional to lead the conceptual development, planning, coordination, delivery, and evaluation of several events throughout the General Election period.

The Event Logistics Coordinator requires strong organizational, project management, and problem-solving skills to plan, coordinate and implement events from concept to completion. The individual also requires excellent interpersonal and customer service skills to liaise with stakeholders, guests, visitors, other election management bodies, and vendors. Excellent written and verbal communication skills will be essential for success.

### What to expect in this role

Reporting to the Manager, Field Operations Management, you will:

- Lead the conceptual development, planning, coordination, and delivery of EO's 2025 Elections events including the 2025 Regional Training event, Visitor's Program, Media Tour, CEO field visits and post event Staff Appreciation, including detailed itineraries and expenditure estimates.
- Lead and coordinate the acquisition of resources, materials, support logistics and supplier services such as event spaces, venues, furniture, meals, hotels,

accommodations, transportation, flights, car rentals, audio-visual or other equipment, etc.

- Maintain ongoing communications with members of other election management bodies and answer inquiries regarding EO, our electoral system, and the Visitors Program.
- Coordinate the development of documentation and presentation materials for guests including professional presentation decks and speaking notes for Managers, Executives and/or the Chief Electoral Officer.
- Liaise with the EO Executive Office to coordinate key protocol requirements for hosting representatives of other election management bodies from Canada and abroad.
- Liaise with the catering company with the events taking place at Elections Ontario HQ to coordinate meals.
- Review all expense claims for accuracy and to ensure they are in line with EO's relevant policies.
- Ensure Visitors Program events are designed and delivered in compliance with the Occupational Health and Safety Act, its regulations and EO's occupational health and safety policies.

### **What you need to qualify**

- A minimum of 2 years' demonstrated experience in planning, coordinating and delivering events for external stakeholder groups.
- Demonstrated ability to establish and maintain relationships with third-party contract vendors.
- Highly developed oral and written communication skills with a customer-service focus.
- Proven experience preparing communication materials for external stakeholder groups.
- Strong organizational skills with attention to detail and strong analytical skills.
- Demonstrated ability to work independently, take initiative, and manage multiple priorities.
- Highly proficient in the use of MS Office: Outlook, Word, Excel, and PowerPoint.
- Bilingualism (English/French) is an asset.
- Must be legally entitled to work in Canada.

**Elections Ontario offers alternative work arrangements (Telework or Compressed Work Week). This position requires in-office presence 4 to 5 days per week, based on operational requirements.**



## 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 one attachment, quoting File #EO-2024-110 to the hyperlink [Event Logistics Coordinator](#) no later than **September 09, 2024**.

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](mailto:hr@elections.on.ca).