

## Executive Assistant to the Chief Electoral Officer

<b>Position Status:</b>	<b>Permanent</b>
<b>Posting Status:</b>	Open
<b>Location:</b>	26 Prince Andrew Place, Toronto, ON M3C 2H4
<b>Salary Range:</b>	\$82,217 to \$121,155 per year
<b>Hours of Work:</b>	36.25 per week
<b>Posting Date:</b>	December 3, 2024
<b>Closing Date:</b>	December 13, 2024

Join Our Dynamic Team at Elections Ontario!

### Who We Are

At Elections Ontario, we're dedicated to making voting easy and accessible for everyone while ensuring the integrity, security, and transparency of the electoral process. We're an independent, non-partisan office of the Legislative Assembly of Ontario, responsible for administering provincial elections, by-elections, and referenda.

### Why Join Us?

Are you a high-performing professional ready to elevate your career? Do you thrive on strategic thinking and turning complex challenges into clear, actionable plans? If so, we want you on our team! This is your chance to work directly with our CEO and Executive team, shaping the heart of our organization's strategy and ensuring flawless electoral events.

### Your Role

As a key player in our Executive Office, you'll:

- **Be the CEO's Right Hand:** Keep the CEO informed on emerging issues and collaborate with leaders across the organization.
- **Strategize and Communicate:** Develop clear and effective communications, including slide decks, speeches, and reports.
- **Research and Analyze:** Conduct comprehensive research to support strategic decision-making.
- **Plan Major Events:** Organize and execute major corporate events, from all-staff meetings to the CEO's Ontario tour.
- **Build Relationships:** Develop and maintain strong relationships with internal and external stakeholders.

- Support the Executive Team: Provide support at committee meetings and manage high-priority issues.

## What You Bring

- Strategic Thinking: Exceptional political awareness and strategic thinking skills.
- Communication Skills: Proven experience in crafting impactful communications for senior leadership.
- Research Expertise: Strong research skills to distill key elements for strategic decision-making.
- Event Planning: Experience in planning and executing large-scale events.
- Executive Support: Superior communication, relationship management, and collaboration skills.
- Professional Skills: Proficiency in MS Office Products and SharePoint. A valid Ontario “G” Driver’s License is a requirement.

Ready to Lead the Charge? If you’re passionate about making a difference and ready to bring your A-game to every aspect of elite executive support, apply now and join us in shaping the future of Ontario’s electoral process!

Apply Today! Be part of a team that values integrity, innovation, and excellence. Let’s make voting easy and accessible for all Ontarians together!

Elections Ontario offers alternative work arrangements (Telework or Compressed Work Week). This position requires in-office presence 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-2024-167 in the subject line, to [hr@elections.on.ca](mailto:hr@elections.on.ca) no later than **December 13, 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).