

## Manager, Media & Outreach

<b>Position Status:</b>	Permanent
<b>Posting Status:</b>	Open
<b>Location:</b>	26 Prince Andrew Place, Toronto, ON M3C 2H4 (Don Mills and Eglinton)
<b>Salary Range:</b>	\$105,307 to 148,429 per year
<b>Hours of Work:</b>	36.25 per week
<b>Posting Date:</b>	August 1, 2024
<b>Closing Date:</b>	August 12, 2024

### Who we are

The Office of the Chief Electoral Officer (Elections Ontario) is an independent, non-partisan agency 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 at Elections Ontario (EO) is seeking an experienced communications professional, adept at working in a dynamic and fast-paced environment. As Manager, Media & Outreach, you will lead the development and implementation of media and public engagement plans, including public education programs and outreach initiatives, and manage stakeholder relations to support EO's Strategic Plan.

### What to expect in this role

Reporting to the Director, Communications, you will:

- Manage the planning, development, and implementation of media and public engagement initiatives.
- Provide strategic and consultative advice to the Director, Communications on communications policy development and implementation, and monitor policy and operational issues.
- Manage the ongoing identification, assessment, and response to emerging trends and issues that have potential implications to EO and to ensure issues are identified early and issues management plans are developed and implemented to avoid or mitigate risk.

# Elections Ontario

- Collaborate with other managers within the division on EO's website, social media content, and public events to ensure consistent and accurate messaging and when developing briefing materials for the Director, Communications and EO executives.
- Develop key messages and provide analysis and advice on issues related to media and public relations, ensuring that communications accurately and consistently reflect the messaging, tone, style, and image of EO.
- Evaluate media and public relations plans and provide recommendations on improving communications to better inform and engage the general public.
- Prepare presentations, talking points, briefing notes, Qs & As, and other communications material for EO executives, the Director, Communications, and other directors to deliver at stakeholder meetings/consultations and events.
- Manage high-profile, public-facing events, including developing presentations for the Chief Electoral Officer and working with public-relations vendors on strategy, promotion, and execution.
- Build strong relations with the media and act as a senior media spokesperson when required.
- Prepare timely and accurate responses and communications material on request.
- Prepare and deliver presentations on media and public relations, public education, and outreach initiatives at stakeholder meetings and consultations; participate in committees and working groups to represent the Communications Division and/or EO.
- Manage unit staff, providing operational and functional guidance.
- Ensure professional communications and excellence in client service, efficiency, and effectiveness.

## What you need to qualify

- University degree in journalism, public relations, communications, or a relevant field of study.
- **Minimum of five years' experience** in communications and event management to develop strategies and effective messaging and public engagement consistent with EO's branding and image.
- Exceptionally strong oral and written communication (French is an asset).
- Strong interpersonal and strategic and critical-thinking skills to prepare key messages, Qs and As, press kits, briefing notes, speeches, reports, presentations, and other communications products, as well as to liaise with and build relationships with key stakeholders.



- Demonstrated knowledge of strategic communications and management practices, methodologies, and techniques to develop and implement communication plans that support EO's overall strategic plan.
- **Minimum of three years' experience** in management to supervise day-to-day activities of the unit, recruit, and lead staff, oversee the procurement of services, manage operational and event-related budgets, and prioritize deliverables.
- Project management and budgeting skills to oversee projects, timelines, and budgets.
- Sound judgment, political acuity, attention to detail, and sense of urgency in responding to media inquiries and providing strategic advice to the Director, Communications, and EO executives.
- Ability to work a flexible schedule, including evening and weekend shifts during the election period.
- 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 a single attachment to the hyperlink [Manager, Media and Outreach](#) no later than **August 12, 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).