

## Strategic Communications Officer

<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 (Don Mills and Eglinton)
<b>Salary Range:</b>	\$63,718 - \$88,178 per year
<b>Hours of Work:</b>	36.25 per week
<b>Posting Date:</b>	September 25, 2024
<b>Closing Date:</b>	October 9, 2024

**Note:** This position requires in-office presence 4 to 5 days per week, based on operational requirements.

### 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 of Elections Ontario is looking for a communications professional who values teamwork, collaboration and attention to detail.

The successful incumbent will be responsible for managing two distinct websites, working with stakeholders to update digital content to align with operational processes and legislative requirements while ensuring consistency in brand to enhance user experience.

### What to expect in this role

Reporting to the Manager, Strategic Communications, you will:

- Make website content updates ensuring consistency in messaging and branding and adherence to the *French Language Services Act* and the *Accessibility for Ontarians with Disabilities Act (AODA)*.
- Work with stakeholders to review, update and create content and identify business requirements to support operational processes, projects and initiatives.
- Work with stakeholders and vendors to identify, document, implement and test fixes and enhancements to the websites.

- Develop and implement digital communication plans within identified timelines.
- Gather and analyze website analytics and create reports.
- Monitor, report, and make recommendations to improve efficiencies for website administration and analytics tools.
- Document processes and procedures for the websites, ensuring materials are always up to date.

### What you need to qualify

- Demonstrated experience in website content management (e.g., Adobe Experience Manager)
- Experience working with stakeholders to review, update and create content ensuring consistency in messaging across multiple public-facing channels.
- Experience managing internal and external stakeholders to ensure business requirements are properly identified, documented, tested and implemented.
- Excellent attention to detail, analytical and problem-solving skills.
- Superior writing, editing, and research skills.
- Strong organizational skills.
- Knowledge of Microsoft products (e.g., Office 365 and SharePoint), and analytics tools (e.g., Google Analytics and Microsoft Clarity).
- Familiarity and understanding of the *Accessibility for Ontarians with Disabilities Act (AODA)*.
- 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 one attachment, quoting File #EO-2024-102 to the hyperlink [Strategic Communications Officer](#) no later than **October 9, 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).