

Voting Processes and Infrastructure Coordinator

Position Status:	Temporary Assignment to June 30, 2025
Posting Status:	Open
Location:	26 Prince Andrew Place, North York, ON M3C 2H4 (Don Mills and Eglinton)
Salary Range:	\$71,563 to \$100,052 per year
Hours of Work:	36.25 per week
Posting Date:	September 27, 2024
Closing Date:	October 7, 2024, at 4:00 p.m.

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 Operations division is seeking highly organized, collaborative, and motivated, team-oriented leaders to support our transformation agenda to modernize electoral events in Ontario. This is an opportunity to demonstrate your highly developed strategic and analytical capabilities to assist in managing the development, implementation and delivery of poll processes including vote by mail, ballot production and candidate nomination management.

The Voting Processes and Infrastructure Coordinator will be responsible for the planning, preparation and delivery of initiatives for electoral and referenda events in Ontario.

What to expect in this role

Reporting to the Manager, Voting Processes and Infrastructure, you will:

- Lead the design and continuous improvement of voting processes, voting technology, ballot production and candidate nomination management ensuring they meet legislative requirements.
- Lead legislative recommendations and policy reviews related to the portfolio ensuring alignment to strategic objectives.
- Brief senior management on recommended options and solutions through clear briefing notes and presentations.

- Oversee vendor and supplier performance against contracted requirements.
- Assist in the development of portfolio related policies, procedures, and standards.
- Lead and participate in inter-disciplinary project teams; liaise with staff on support infrastructure, IT application development and maintenance, field systems and other voting process and infrastructure initiatives.
- Provide process and technical support to field stakeholders in both event and non-event periods, respond to operational inquiries from Returning Officers and their staff regarding electoral information pertaining to any aspect of an electoral event.

What you need to qualify

- **Legislation and Policy:** Proven understanding of the requirements and provisions of the *Election Act* and policy development concepts.
- **Leadership:** Demonstrated ability to lead initiatives (e.g., planning, operations) and cross-divisional teams.
- **Analytic and strategic skills:** Proven conceptual and evaluative skills to identify and understand issues, develop new processes, options, and recommendations.
- **Communication:** Excellent written and verbal communication skills with demonstrated ability to prepare and verbally present information (e.g., recommendations and presentations).
- **Procurement:** Demonstrated experience with procurement and vendor management, e.g., writing Statements of Work (SOWs).
- **Technical skills and knowledge:** Highly developed knowledge and proficiency in the use of MS Office with emphasis PowerPoint, Word, Excel, MS SharePoint, Visio and graphic design tools such as Adobe Creative Suite including Adobe InDesign.
- 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 4-5 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-2024-130** in the subject line, to hr@elections.on.ca no later than **October 7, 2024, at 4:00 p.m.**

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.