

Business Processes and Training Officer

Position Status:	Temporary Assignment to March 31, 2027
Posting Status:	Open
Location:	26 Prince Andrew Place, Toronto, ON M3C 2H4 (Don Mills and Eglinton)
Salary Range:	\$65,470 - \$90,603 per year
Hours of Work:	36.25 per week
Posting Date:	September 25, 2025
Closing Date:	October 15, 2025

Who we are

Elections Ontario is an independent, non-political office of the Ontario legislature. We run provincial elections, by-elections, and referenda in Ontario. We are committed to making voting easy and accessible, while maintaining the integrity, security, and transparency of the electoral process.

Join our team

The Field Operations & Training division is seeking highly motivated individuals to develop, maintain, and deliver learning and training programs for electoral events.

What to expect in this role

Reporting to the Manager, Business Processes and Training, you will:

- Write, edit, and publish content within a content management system.
- Collaborate with subject matter experts to gather training requirements, conduct training needs assessment, and identify learner knowledge and skill gaps.
- Determine training objectives, methods of instruction and evaluation.
- Design, develop, and update classroom and e-learning programs, resources, and guides.
- Deliver training programs to internal and external stakeholders.

What you need to qualify

- Exceptional writing and editing skills with meticulous attention to detail.
- Knowledge of adult learning principles and instructional best practices.
- Experience developing and delivering training programs.



- Proficiency with content management systems, Microsoft Office, and/or Learning Management Systems (LMS); Adobe Suite experience is an asset.
- Excellent communication, planning, and problem-solving abilities.
- Bilingual proficiency in English and French is an asset.
- Portfolio or writing samples required.
- Must be legally entitled to work in Canada.

The successful candidates must be able to work in the office.

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, **along with link or attachment to portfolio/work sample**, quoting **File # EO-2025-47** in the subject line, to hr@elections.on.ca no later than **October 15, 2025**.

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.