

Administrative Support, Municipal Stakeholder Relations

Position Status: Temporary Assignment – to March 31, 2027
Posting Status: Open
Location: (On-site) 26 Prince Andrew Pl, North York, Ontario, M3C 2H4
Salary Range: \$51,109 – \$67,570
Hours of Work: 36.25 per week
Posting Date: March 20, 2026
Closing Date: March 27, 2026

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

To support Elections Ontario's expanded municipal voters' list mandate, the Municipal Stakeholder Relations Division at Elections Ontario is looking for an Administrative Support to provide essential support to the team by managing day-day administrative tasks with efficiency and professionalism and in partnership with their municipal stakeholders in the delivery of service processes required for the provisioning and delivery of voters' lists to Ontario's 444 municipalities and school boards.

What to expect in this role

Reporting to the Manager, Stakeholder Relations, you will:

- Accurately record meeting minutes, capturing key details, track and follow up on actions items.
- Manage stakeholder contact information and maintain up to date database/files/spreadsheet.
- Manage and coordinate calendar invites and scheduling conflicts for the team.
- Coordinate travel arrangements for the team.
- Monitor phone queues and shared email inboxes.

What you need to qualify

- Strong proficiency in MS Office and SharePoint.
- Strong attention to detail ensuring accuracy and consistency.
- Strong work ethic with a commitment to excellence.
- Well-developed and responsive customer service skills.



- Experience managing calendars and resolving scheduling conflicts.
- Strong verbal and written communications skills.
- Ability to transcribe and distribute agendas/meeting minutes.
- A passion for customer service and demonstrated willingness to learn.
- Demonstrated writing, proofreading and editing skills.
- Technical proficiency in MS Office and SharePoint.
- Superior organizational and interpersonal skills.
- Ability to work independently with minimal supervision.
- Must be legally entitled to work in Canada.

Nice to have

- Bilingual (English/French).
- Knowledge of municipal and provincial election legislation.

This position requires in-office presence five (5) days per week. (There is no hybrid opportunity.)

The successful candidate will be required to complete background and social media checks as part of the recruitment process.

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, no more than three pages in length, as one PDF attachment, quoting **File #EO-2026-47**. Please include your full name and competition # in the subject line and email to jobs@elections.on.ca no later than **4PM, March 27, 2026**.*

We thank all applicants for their submission. Only those candidates selected for an interview will be contacted.

How to request 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.