



## Marketing Communications Coordinator - Bilingual

<b>Position Status:</b>	Permanent
<b>Posting Status:</b>	Open
<b>Location:</b>	(On-site) 26 Prince Andrew Place, North York, ON, M3C 2H4
<b>Salary Band:</b>	\$75,185 to \$105,116 per year
<b>Hours of Work:</b>	36.25 per week
<b>Posting Date:</b>	June 16, 2026
<b>Closing Date:</b>	June 26, 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.

At the heart of our work is a commitment to democracy – 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 seeking an energetic, highly motivated, and organized professional. As a Marketing Communications Coordinator, you will manage and coordinate communications services for the organization, including translation, AODA conversion, and printing.

You will also assist with the development, implementation and delivery of communications strategies, programs and projects that support Elections Ontario, including advertising, creative design, website content, social media support, and the production of public-facing reports, and marketing materials.

### What you can expect in this role

Reporting to the Manager, Creative Design & Marketing, you will:

- Manage and support French translation process and projects coordinating workflows, liaising with internal stakeholders and external stakeholders, and ensuring all translated materials comply with strict government legislation and Official Language standards.

# Elections Ontario

- Manage and utilize AI tool(s) to translate materials for the organization, including proofreading, editing to ensure linguistic accuracy and adherence to communications standards and legislation (French Language Services Act).
- Provide expert guidance on French language requirements for public-facing material and web content.
- Conduct specialized terminology research to develop and maintain government-specific glossaries, lexicons, and terminology databases.
- Liaise with third-party translation agencies, process procurement.
- Manage and coordinate communications services for internal stakeholders/business units in areas of multilingual and French translations, accessible document conversion, printing and other services provided.
- Manage, monitor and track the progress of projects, ensuring deliverables are completed within timelines and budget.
- Support the social media team with monitoring and responding to public inquiries in English and French language, following communication guidelines provided.
- Coordinate and lead various interdisciplinary project teams, when required.
- Research, write, edit, and distribute project briefs, creative briefs, ad copy, information kits, education tools, reports, and briefing materials.
- Assist in procurement requirements, budgeting and tracking of budget.
- Produce and deliver presentations, as required.

## **What you need to qualify**

- Exceptional/superior verbal and written English language skills.
- Intermediate or higher verbal and written French language skills.
- Degree in communications, marketing or related field.
- Degree in translation, linguistics or related field is an asset.
- Minimum of 4-5 years experience working in a corporate environment in a related field; government agency/experience is an asset.
- Demonstrated extensive knowledge of project management, methodologies, techniques, and tools.



- Demonstrated experience working with vendors such as communications agencies, printers, media buyers and graphic designers.
- Highly motivated and collaborative working in a team setting.
- Works well independently; time management and organizational skills.
- Demonstrated knowledge of various AI tools used for translation.
- Demonstrated knowledge of and experience in applying marketing communications principles and practices to various communications projects and initiatives.
- Demonstrated experience using Office 365 and Adobe products.
- Highly skilled and well-versed in copy editing and proofreading for a variety of communication materials.
- Highly developed research, presentation, and negotiation skills.
- Excellent analytical and problem-solving skills.
- Excellent relationship management, interpersonal and leadership skills to build and foster relationships with internal and external stakeholders.
- Must be legally entitled to work in Canada.

**This role requires in-office presence five (5) days per week. There is no hybrid option.**

**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 as one PDF attachment, using format: **EO-2026-92, First Name Last Name** in the subject line, to [jobs@elections.on.ca](mailto:jobs@elections.on.ca), no later than **4PM on June 26, 2026**.

**Please note: Applications without a cover letter will not be accepted.**

We thank all applicants for their submission, but 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 accommodation for 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).

At Elections Ontario, all resumes are screened by the Talent Acquisition team and Hiring Managers, without the use of AI. Criminal record checks also do not use AI. However, AI technology is used when conducting social media checks.

Elections Ontario posts salaries in accordance with ESA pay/transparency legislation. Individual salaries within the anticipated salary range are determined through various factors, including but not limited to internal equity, education, relevant experience, knowledge and applicable skill sets.