

Business Processes and Training Officer (2)

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| Position Status: | Temporary Assignment to March 31, 2027 |
| Posting Status: | Open |
| Location: | (On-site) 26 Prince Andrew Place, North York, ON, M3C 2H4 |
| Salary Band: | \$65,470 - \$90,603 |
| Hours of Work: | 36.25 per week |
| Posting Date: | June 4, 2026 |
| Closing Date: | June 15, 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 Field Operations & Training division is seeking highly motivated individuals to develop, maintain, and deliver training programs and products for electoral events.

What you can 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 assessments, and identify learner knowledge and skills gaps.
- Determine training objectives, methods of instruction and assessment.
- 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

- Highly developed skills in building, maintaining, and delivering training programs.
- Exceptional writing and editing skills with meticulous attention to detail.
- Knowledge of adult learning principles and instructional best practices.
- 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.
- Ability to work both independently and collaboratively in a team environment.
- Bilingual proficiency in English and French is an asset.
- Portfolio or writing samples required.
- 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, resume, and a link to or attachment of your work samples as one PDF attachment, using format: **EO-2026-86, First Name Last Name** in the subject line, to jobs@elections.on.ca, no later than **4PM on June 15, 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.

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.