

Election Clerk

Position Status:	Contract Position (September 2026 to April 30 th , 2027)
Posting Status:	Open
Location:	(On-site) 26 Prince Andrew Place, North York, ON, M3C 2H4
Expected Earnings:	\$40 per hour
Hours of Work:	Full-time during elections/Varied part-time outside elections
Posting Date:	Friday, June 12, 2026
Closing Date:	Tuesday, June 30, 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 Election Clerk (EC) is appointed by the Chief Electoral Officer and reports to the Returning Officer (RO). The EC is responsible, in partnership with the RO, for the administration of all aspects of the election within their electoral district (ED). When the RO is unable to perform their duties, the EC acts in their place as RO.

We are seeking results-oriented community leaders who thrive in a challenging and dynamic environment, are highly organized, and can effectively manage all aspects of provincial elections, by-elections, and referenda within their assigned electoral district.

What you can expect in this role

As an Election Clerk (EC), you work jointly with the Returning Officer (RO) to manage election operations in your Electoral District (ED) in accordance with the *Election Act* and operational parameters set by Elections Ontario. You demonstrate leadership and assume the RO's responsibilities during periods when the RO is unavailable. As an election call can occur at any time, this role involves ongoing activities and engagement.



You will:

- **Collaborate:** Work with the RO and EOHQ in preparing for electoral events through planning, assignments, and training. Build effective working relationships with staff, community partners and electors.
- **Manage:** Collaborate with the RO on recruiting returning office staff and closely oversee the recruitment of 400-600 poll officials during elections. Supervise a team of office staff, manage daily office operations, and ensure the secure and confidential handling of all election products.
- **Plan and Execute:** Inspect returning office and voting locations, ensure AODA-related accessibility compliance, and coordinate legislated timelines during writ.
- **Problem Solve:** Anticipate operational and administrative issues, troubleshoot challenges in staffing, logistics, and voting services, and escalate matters to the RO and EOHQ when appropriate.
- **Proactively Communicate:** Maintain effective communication with the RO, office staff, and stakeholders. Provide guidance to team members, and ensure accurate, confidential handling of sensitive election information.

What you need to qualify

- Must be of voting age, a Canadian citizen and resident of Ontario as per the *Election Act*.
- Demonstrated experience in event planning, project management, or other relevant management experience.
- Highly developed leadership and administrative skills to supervise, motivate and coordinate a diverse workforce.
- Proficient experience overseeing payroll activities.
- Strong analytical and problem-solving skills.
- Exceptional verbal and written communication, interpersonal and relationship management skills.
- Demonstrated experience with Microsoft Office and various software applications, with the ability to learn new tools quickly.
- Residing in or near the electoral district is preferred; local demographic and geographic knowledge is considered an asset.
- Access to a reliable means of transport is required.



Locations

We are recruiting Election Clerks for the following electoral districts (EDs):

- ED015 - Burlington
- ED021 - Don Valley North*
- ED026 - Elgin—Middlesex—London*
- ED038 - Hamilton Mountain*
- ED041 - Humber River—Black Creek*
- ED052 - Leeds—Greenville—Thousand Islands and Rideau Lakes
- ED065 - Mississauga—Streetsville*
- ED071 - Nickel Belt*
- ED074 - Oakville
- ED080 - Ottawa—Vanier*
- ED086 - Peterborough—Kawartha*
- ED091 - Sarnia—Lambton*
- ED095 - Scarborough—Guildwood*
- ED096 - Scarborough North*
- ED107 - Timiskaming—Cochrane*
- ED120 - York Centre*

*For French designated electoral districts, a professional working knowledge of French is considered an asset for the Election Clerk.

How to apply

Please submit your resume and cover letter as one attachment, by completing the [Election Clerk Application](#). For more information, consult our [website](#).

Our recruitment process reflects our mission to uphold the integrity and accessibility of the electoral process. Together, we lead change by building modern services that put the needs of Ontarians first.

We appreciate all applications; only those candidates selected for an interview will be contacted. We thank all applicants for their submissions.



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.