

## Event Logistics Coordinator

<b>Position Status:</b>	Temporary Assignment to March 31, 2027
<b>Posting Status:</b>	Open (1)
<b>Location:</b>	(On-site) 26 Prince Andrew Place, North York, ON, M3C 2H4
<b>Salary Band:</b>	\$73,531 - \$88,167
<b>Hours of Work:</b>	36.25 per week
<b>Posting Date:</b>	April 14, 2026
<b>Closing Date:</b>	April 20, 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 Management team is seeking a results-oriented, highly driven, engaging, and organized event planning professional to lead the development, planning, coordination, delivery, and evaluation of several events related to the preparation and delivery of provincial elections.

The Event Logistics Coordinator requires strong organizational, project management, and problem-solving skills to plan, coordinate, and implement events from concept to completion. The individual also requires excellent interpersonal and customer service skills to liaise with stakeholders, guests, visitors, other election management bodies, and vendors. Excellent written and verbal communication skills will be essential for success.

### What you can expect in this role

Reporting to the Manager, Field Operations Management, you will:

- Lead the development, planning, coordination, and delivery of EO's events including the Chief Electoral Officer (CEO) Road Tour across the province, Field Staff Orientation and Training, and others, which will include detailed itineraries and expenditure estimates.

# Elections Ontario

- Lead and coordinate the acquisition of resources, materials, support logistics, and supplier services such as event spaces, venues, furniture, meals, hotels, accommodations, transportation, flights, car rentals, audio-visual or other equipment, etc.
- Maintain ongoing communications with members of other election management bodies and answer inquiries regarding EO.
- Coordinate the development of documentation and presentation materials for guests including professional presentation decks and speaking notes for Managers, Executives and/or the Chief Electoral Officer.
- Liaise with the EO Executive Office to coordinate key protocol requirements for hosting representatives of other election management bodies from Canada and abroad.
- Liaise with the catering company with the events taking place at Elections Ontario HQ to coordinate meals.
- Review all expense claims for accuracy and to ensure they are in line with EO's relevant policies.
- Ensure events are designed and delivered in compliance with the Occupational Health and Safety Act, its regulations and EO's occupational health and safety policies.

## **What you need to qualify**

- A minimum of 3 years demonstrated experience in planning, coordinating, and delivering events for external stakeholder groups.
- Demonstrated ability to establish and maintain relationships with third-party contract vendors.
- Highly developed oral and written communication skills with a customer-service focus.
- Proven experience preparing communication materials for external stakeholder groups.
- Strong organizational skills with attention to detail and strong analytical skills.
- Demonstrated ability to work independently, take initiative, and manage multiple priorities.
- Highly proficient in the use of MS Office: Outlook, Word, Excel, and PowerPoint.
- Bilingualism (English/French) is an asset.
- 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-2026-51, First Name Last Name** in the subject line, to [jobs@elections.on.ca](mailto:jobs@elections.on.ca), no later than **4PM on April 20, 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.