



Manager, Field Operations Management

Position Status:	Temporary Assignment until December 31, 2027
Posting Status:	Open
Location:	(On-site) 26 Prince Andrew Place, North York, ON, M3C 2H4
Salary Band:	\$110,638 - \$155,942 per year
Hours of Work:	36.25 per week
Posting Date:	October 7, 2026
Closing Date:	October 14, 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 and Support division of Elections Ontario is seeking a strategic and collaborative leader to oversee the recruitment, appointment, development, and management of Ontario's 124 Returning Officers (ROs) and Election Clerks (ECs). This role is responsible for ensuring a highly qualified, diverse, and high-performing network of election officials is in place and prepared to successfully deliver electoral events across the province.

Working closely with the Director, Field Operations Management and Support and the Deputy Chief Electoral Officer, the successful candidate will provide leadership in workforce planning, recruitment strategy, performance oversight, stakeholder engagement, and legislative compliance. Through this work, the position plays a critical role in maintaining election readiness and supporting Elections Ontario's commitment to fair, accessible, and effective electoral administration.

If you are a highly effective leader, adept at fostering productive relationships and realizing challenging objectives, in a dynamic work environment, we encourage you to consider this opportunity to work with the broader management and executive team.



Our organization offers career growth opportunities and a competitive rewards program.

What you can expect in this role

Reporting to the Director, Field Operations Management and Support, you will:

- Provide expertise and leadership in the development and implementation of wide scale provincial recruitment and management initiatives for Returning Officers (ROs) and Election Clerks (ECs).
- Develop and maintain relationships with the field staff stakeholder group on behalf of the Chief Electoral Officer fostering engagement, accountability and operational excellence.
- Develop standards, frameworks, and performance management processes to support Returning Officers and Election Clerks in carrying out statutory responsibilities, monitor legislative compliance, conduct performance and issues management, and oversee performance evaluations.
- Develop divisional operating plans, budgets and develop and submit quarterly reporting forecasts and implementation plans.
- Manage staff, establish goals, priorities and assign work.

What you need to qualify

- Demonstrated supervisory/leadership skills normally associated with a minimum of two years of management experience.
- Experience managing stakeholder relationships and building partnerships with diverse internal and external groups.
- Demonstrated staffing and recruitment skills including workforce planning and recruitment strategies within a complex or geographically dispersed organization
- Experience in providing advice to senior management and executive on a range of complex issues.
- Exceptional oral / written communications, consultation, negotiation and interpersonal skills.
- Strong research and analytical skills to assist in the preparation of briefing notes, reports, frameworks and recommendations.
- Ability to understand and apply knowledge of the *Election Act*, the *Election Finances Act*, the *Employment Standards Act*, the *Accessibility for Ontarians and Disability Act* and the *Human Rights Code* legislation and other pertinent Acts is an asset.
- Oral and written communication in 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 criminal background and social media checks as part of the hiring 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-2026-113, First Name Last Name** in the subject line, to jobs@elections.on.ca, no later than **4PM on October 14, 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.