

Officer, Municipal Stakeholder Relations

Position Status: Temporary Assignment to December 31, 2026
Posting Status: Open (1)
Location: 26 Prince Andrew Pl, North York, Ontario, M3C 2H4
Starting Salary: \$65,470
Hours of Work: 36.25 per week
Posting Date: March 10, 2026
Closing Date: March 16, 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 in Ontario. We are committed to making voting easy and accessible for all electors, while maintaining the integrity, security, and transparency of the electoral process.

Join our team

To support Elections Ontario's expanded municipal voters' list mandate, the Register Division at Elections Ontario is looking for one process-oriented Officer to support the Municipal Stakeholder Relations Coordinator and assist in delivering client support to stakeholders.

As an experienced customer service and administrative representative, you will be responsible for supporting one Coordinator and working in partnership with their municipal stakeholders in the delivery of service processes required for the provisioning and delivery of voters' lists to Ontario's 444 municipalities and school boards.

What to expect in this role

Reporting to the Manager, Stakeholder Relations, you will:

- Provide direct support to a Coordinator overseeing a zone of 30-70 municipal stakeholders, including assisting with stakeholder communications, scheduling and preparing meetings, maintaining accurate records of interactions, and ensuring timely follow-up on action items and information requests.
- Respond to and summarize general stakeholder inquiries by providing accurate information, drafting clear responses, and escalating complex issues when necessary.
- Participate in team meetings and provide administrative and logistical support, including preparing agendas, recording meeting notes, tracking action items, and coordinating follow-up activities.
- Schedule and deliver training and onboarding sessions to municipal stakeholders in the Election Portal.

- Monitor activity in the Election Portal and flag issues or trends to Coordinator for follow-up.
- Collaborate with Officers from other zones to share updates, best practices and ensure consistency.

What you need to qualify

- Demonstrated ability working in a collaborative team environment with multiple internal and external stakeholders.
- Three years of experience in a deadline-driven customer service or administrative role.
- Proven ability to deliver under tight timelines.
- Strong presentation skills.
- Well-developed problems solving skills and demonstrated willingness to learn.
- Understanding of information management.
- Technical proficiency in MS Suite and SharePoint.
- Must be legally entitled to work in Canada.

Nice to have

- Bilingual (English/French) written and verbal communication.
- Experience with municipal election administration.
- Knowledge of municipal and provincial election legislation.

The successful candidate will be required to work in-office *five (5) days* per week and may be required to work evenings and weekends depending on operational needs.

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, no more than three pages in length***, as one PDF attachment, quoting **File #EO-2026-41**. Please include your full name and competition # in the subject line and email to jobs@elections.on.ca no later than **4PM, March 16, 2026**.

We thank all applicants for their submission. 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 accommodations to 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.