

Products and Training Officer

Position Status:	Temporary Assignment to December 31, 2026
Posting Status:	Open
Location:	26 Prince Andrew Place, North York, ON M3C 2H4 (Don Mills and Eglinton)
Salary Range:	\$65,470 to \$90,603 per year
Hours of Work:	36.25 per week
Posting Date:	February 18, 2026
Closing Date:	February 23, 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 across the province.

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.

Why join our team?

The Compliance division of Elections Ontario is seeking a highly motivated and organized individual to assist the Compliance Products and Training Supervisor, in the development, administration and upkeep of Compliance products - the Political Entity Portal (PEP), the Election Finances Management System (EFMS), the Election Finances Reporting System (EFRS) and various supporting projects. Under the requirements of the *Election Finances Act*, the individual will aid in the planning and development, delivery, training and support of products.

What to expect in this role?

Reporting to the Compliance Products and Training Supervisor, you will:

- Support daily Compliance activities related to products by providing insight, training, and technical support.
- Prepare and deliver onsite and virtual training presentations to internal and external stakeholders.
- Assist Compliance staff, chief financial officers, auditors, and party staff to resolve technology and workflows issues related to Compliance products via phone and email.

- Analyze financial data to ensure that information is transferred successfully between systems.
- Lead and assist in projects related to Compliance data and historical information.
- Collaborate with various business units to assist with requirements gathering for systems enhancements and development and user acceptance testing activities.
- Maintain and update logs and databases and provide regular updates to management.
- Support the division during periods of increased workload and execute special projects as assigned.

What you need to qualify?

- Post-secondary education in a related field or minimum of two years of experience in a deadline-driven customer service or administrative role.
- Knowledge of election finances legislation, guidelines and policies are assets.
- Intermediate proficiency with Microsoft Office Applications (Word, Excel, Outlook, PowerPoint, SharePoint) and experience working with large datasets.
- Well-developed oral/written communication and presentation skills.
- Demonstrated leadership, organizational, multitasking and planning skills.
- Strong attention to detail, analytical and problem-solving skills.
- Ability to work independently and in a team environment.
- Must be legally entitled to work in Canada.

Note: This role requires full-time, in-office work (no hybrid option).

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, quoting File #EO-2026-10 in the subject line, to jobs@elections.on.ca no later than **February 23, 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.