

Program Coordinator (1)

Position Status:	Temporary Assignment to March 31, 2027
Posting Status:	Open
Location:	(On-site) 26 Prince Andrew Place, North York, ON, M3C 2H4
Salary Band:	\$73,531 - \$88,167
Hours of Work:	36.25 per week
Posting Date:	April 28, 2026
Closing Date:	May 10, 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 people and results driven individual that is experienced, highly organized, and possess exceptional customer service.

You will lead and coordinate the development, implementation and delivery of innovative management and support strategies of election staff working remotely in Ontario's 124 electoral districts.

You will also coordinate the administrative and issues management programs and projects that support the planning, preparation and delivery of initiatives surrounding the execution of electoral and referenda events in Ontario.

What you can expect in this role

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

- Coordinate the planning, development, administration and delivery of field workforce strategies and solutions as well as the development of business cases, report analysis, data visualization, and briefing notes.

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- Provide superior process and technical support to field staff, by responding to operational inquiries regarding electoral information pertaining to any aspect of an electoral event.
- Contribute, coordinate, and lead the planning, development, administration, and delivery of projects focused on electoral event support.
- Develop and coordinate project plans and priorities from conception to completion, ensuring budget and timelines are met, track, monitor, identify project risks, recommend mitigation strategies, and develop contingency plans.
- Monitor project team activity against plans, identify and resolve routine issues, escalate complex or significant matters as required.
- Maintain knowledge of all protocols, operational policies and procedures and business processes for the conduct of Support Network operations.
- Assist in the establishment of performance standards and benchmarks to monitor and improve service quality for electoral events.

What you need to qualify

- Five years' experience in coordination or administrative capacity supporting a team.
- Excellent interpersonal, communication, presentation, negotiation and problem-solving skills and the ability to influence and impact change.
- Proven leadership experience in a fast-paced environment with demonstrated ability to motivate and engage with a diverse group of professionals.
- Ability to be flexible to changing (and often competing) demands while maintaining a high level of professionalism and ensuring accuracy of complex project data.
- Demonstrated experience and knowledge in leading and/or supporting Project Managers in the delivery of projects, applying project management methodologies, techniques and tools to develop and implement project plans and budgets.
- Data analysis experience and proficiency using web-based tools such as Microsoft Office and PowerBI.
- Demonstrated technical writing skills and experience.
- Demonstrated organizational, multitasking and planning skills.
- Proficiency with the MS Office Suite, specifically MS Project and Access.
- Familiarity with the Election Act, Election Finances Act and other legislation, regulations and policies affecting the operations of Elections Ontario would be considered 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-2026-54, First Name Last Name** in the subject line, to jobs@elections.on.ca, no later than **4PM on May 10, 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.