

## Program Lead - Field Leadership

<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>	\$84,478 - \$104,483 per year
<b>Hours of Work:</b>	36.25 per week
<b>Posting Date:</b>	April 14, 2026
<b>Closing Date:</b>	April 21, 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 leader to strengthen Elections Ontario's field leadership model. This role will lead the development of the performance management framework and build the recruitment strategy of our Field Leadership complement comprised of 124 Returning Officers (ROs) and 124 Election Clerks (ECs) working remotely from Ontario's diverse 124 electoral districts. This role will also work in close collaboration with internal stakeholders to design and update the roles and responsibilities framework of ROs and ECs to support consistent, effective delivery of electoral events.

### What you can expect in this role

Reporting and in collaboration with the Manager, Field Operations Management, you will design and implement programs that support Field Leadership accountability, readiness, and performance across Ontario's electoral districts. You will also coordinate the work of a small project team—managing workflows, assigning tasks, and serving as the initial escalation point for day-to-day issues.

As a Program Lead – Field Leadership you will:

# Elections Ontario

- **Design Strategy:** Work with internal stakeholders to develop comprehensive performance frameworks and recruitment strategies for ROs and ECs, including defining roles, responsibilities, competencies, and evaluation processes. Construct options and recommendations for senior management decisions.
- **Lead and Coordinate:** Manage project team workflows and act as the primary escalation point for team members and Field Leadership related inquiries to ensure the timely delivery of program activities. Demonstrate the ability to provide and receive feedback to support team effectiveness.
- **Execute:** Support sourcing, selection, onboarding, and readiness. Prepare clear communications, guidance, and tools for ROs and field staff.
- **Collaborate:** Partner with Training and Field Operations to integrate recruitment and performance programs, preparing clear communications, tools, and guidance to ensure field staff readiness.
- **Analyze:** Monitor RO performance, staffing outcomes, and training effectiveness to drive continuous improvement.
- **Mitigate:** Support issues management by proactively identifying risks, resolving operational challenges and escalating when required.

## What you need to qualify

- Experience developing performance management, leadership, or accountability frameworks.
- Experience with large-scale or high-volume recruitment processes.
- Strong project management and organizational skills, including workflow coordination or team/task leadership.
- Excellent communication and able to develop positive and supportive relationships by encouraging and actively support the development of others.
- To be flexible and adaptable, able to adjust to changing priorities, workloads, and operational needs.
- To be able to set clear goals, taking decisive action, and achieving measurable results.
- Analytical skills to interpret data and prepare insights.
- Proficiency with Microsoft Office and the ability to quickly learn new tools.
- Knowledge of legislation and policies including the Election Act 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-2026-53, First Name Last Name** in the subject line, to [jobs@elections.on.ca](mailto:jobs@elections.on.ca), no later than **4PM on April 21, 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.