

## Project Management Coordinator

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| <b>Position Status:</b> | Temporary Assignment to August 31, 2027                  |
| <b>Posting Status:</b>  | Open   |
| <b>Location:</b>        | (On-site) 26 Prince Andrew Place, North York, ON M3C 2H4 |
| <b>Salary Range:</b>    | \$73,531 - \$102,803 per year                            |
| <b>Hours of Work:</b>   | 36.25 per week   |
| <b>Posting Date:</b>    | May 21, 2026   |
| <b>Closing Date:</b>    | May 25, 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 Strategic Planning & Portfolio Management (SPPM) division of Elections Ontario is looking for a project professional to join its Enterprise Planning & Portfolio Management (EPPM) team in its quest to enable Elections Ontario's next phase of business and system transformation.

This person will support team members and our business partners in delivering holistic enterprise status and risk management reports to senior management and executive teams while supporting Project Managers in successful delivery toward project objectives.

The successful candidate must be able to work in a fast-paced environment, be adaptable to change, successfully multi-task various priorities, and effectively collaborate with multi-level, cross-functional teams. Elections Ontario offers a work environment that is diverse, challenging, and exciting.

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.

## What to expect in this role

Reporting to the Manager, Enterprise Planning & Portfolio Management, you will:

- Assist Project Managers in ensuring project deliverables are fulfilled through practical engagement with team members, other EO business units, stakeholders, and external parties (e.g. setting up meetings, sharing and reviewing documents, chasing deliverables, flagging risks).
- Support and lead projects of varying size and complexity as assigned by the Manager. Assist in determining project strategies for assigned projects. Develop, coordinate, and monitor project schedules, project budgets, and scope to ensure projects stay within established parameters.
- Assist with monitoring project performance, preparing reports and dashboards to ensure various stakeholders are fully apprised of status, relevant issue resolution, and predictive risk management items.
- Create and maintain an integrated enterprise roadmap, noting impact and interdependencies between multiple projects, milestones, and other key operational deliverables.
- Assist with the continual development and implementation of enterprise projects, change, and risk management frameworks to ensure any supporting tools, templates, and processes are in place.
- Participate in mentoring, coaching, and training business partners on the use, purpose, and value of the necessary artifacts used to support the enterprise project, risk, and change management frameworks.

## What you need to qualify

- Minimum 3 years in project management, with demonstrated experience championing change, managing stakeholder relations, and conducting project and portfolio risk assessments.
- PMI certification is an asset.
- Advanced working knowledge of project management best practices and standards, with a solid understanding of SDLC, PMLC, and Agile project management methodologies, to best incorporate various deliverables into enterprise plans.
- The successful candidate is a highly motivated, analytical self-starter, with a proven track record for cultivating positive relationships and implementing best practices through systematic project, risk, and change management processes.
- Strong project skills with the ability to influence stakeholders to ensure enterprise project and risk frameworks are adhered to.
- Excellent communication, presentation, and problem-solving skills with the ability to successfully negotiate to influence and impact change.



- Proficient in risk analysis, mitigation planning, project scheduling, change, and cost control.
- Proven experience using Outlook, Teams, SharePoint, Excel, PowerPoint, and Visio plus working knowledge of MS Project desktop or MS Project Online. Power BI administration experience and Monday.com usage considered assets.
- Must be legally entitled to work in Canada.

**This role requires in-office presence five (5) days per week. There is no hybrid opportunity.**

**The successful candidate will be required to complete criminal background and social media checks as part of the hiring process.**

## **How to apply**

Please submit your **cover letter and resume as one PDF attachment**, using format: **EO-2026-78, First Name Last Name** in the subject line, to [jobs@elections.on.ca](mailto:jobs@elections.on.ca) no later than **4PM on May 25, 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](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. For criminal record checks, AI is also not used for screening purposes. When conducting social media checks, AI technology is utilized to complete these activities.

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.