

Senior Advisor, Field Communications

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| Position Status: | Temporary Assignment to March 31, 2027 |
| Posting Status: | Open (1) |
| Location: | (On-site) 26 Prince Andrew Place, North York, ON, M3C 2H4 |
| Salary Band: | \$84,478 – \$104,483 per year |
| Hours of Work: | 36.25 per week |
| Posting Date: | April 14, 2026 |
| Closing Date: | April 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.

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 and Training division is seeking a strategic, results-oriented and highly motivated communication professional to lead and supervise communication activities between Elections Ontario Headquarters and field staff across the province to support the preparation and execution of electoral and referenda events in Ontario.

What you can expect in this role

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

- Lead the planning, development, and execution of a comprehensive field communications strategy
- Supervise support staff and develop strong stakeholder relationships with internal stakeholders.
- Lead and supervise the design, development, and implementation of communications initiatives, such as a monthly newsletter, and integrated communications plans to support the field readiness and operational delivery.

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- Draft, edit, and refine communication standards and content for field communications, including memos, email campaigns, documents and stakeholder-facing reports.
- Ensure consistency of messaging, tone, and brand across all communications and field-facing materials.
- Organize and maintain communications assets and documentation to serve as a single source of key information for staff.
- Manage special projects of varying sizes and complexity: identifying requirements, timelines and resources; preparing required deliverables according to established structures and standards; managing project teams and budgets against plans; escalating and/or resolving issues as required.
- Support the establishment and tracking of performance standards, benchmarks, reporting and measurement processes to monitor and improve service quality; identify opportunities for the continuous improvement of the Field Communication function.

What you need to qualify

- Five to ten years of demonstrated experience in a communications role, preferably within the public sector or a complex operational environment.
- Knowledge of communications planning practices, methodologies, and techniques, along with design principles.
- Knowledge of strategic planning and management principles, theories, policies, and practices to provide advice and support the planning, development, and implementation of the field communication strategy.
- Exceptional written and oral skills to communicate with senior management, staff, stakeholders, and work in teams and foster teamwork.
- Advanced writing and copy-editing skills to develop engaging and effective communication materials.
- Demonstrated leadership, supervisory and administrative skills to supervise staff and lead project teams.
- Demonstrated project management and budgeting skills to manage projects of varying size, including project budgets and resources.
- Ability to work effectively under tight timelines in a high-volume, deadline-driven environment, particularly during election events.
- Advanced proficiency in Microsoft Office and Adobe Creative Cloud.



- Knowledge and understanding of Elections Ontario's corporate business strategies, operational plans, and goals to contribute to the formulation and implementation of field communications activities is an asset.
- Knowledge of the Election Act and Election Finances Act and their overall content is an asset.
- Knowledge of the French Language Services Act, Accessibility for Ontarians and Disability Act and the Human Rights Code legislation to ensure all communications materials comply.
- 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-2026-52, First Name Last Name** in the subject line, to jobs@elections.on.ca, no later than **4PM on April 23, 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.