

Strategic Communications Officer

Position Status:	Permanent
Posting Status:	Open
Location:	(On-site) 26 Prince Andrew Place, North York, ON, M3C 2H4
Salary Band:	\$65,470 to \$90,603 per year
Hours of Work:	36.25 per week
Posting Date:	June 10, 2026
Closing Date:	June 19, 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 Communications Division is seeking an experienced communications professional with exceptional writing and interpersonal skills to ensure EO's communications are consistent, accurate, and accessible to all audiences.

This includes developing key corporate materials, executive messaging, and other public-facing information that reflect EO's mandate and uphold its reputation as a trusted, non-partisan institution.

What you can expect in this role

Reporting to the Manager, Media & Outreach, you will:

- Develop, draft, and edit corporate materials, publications, and key messages aligned with operational and legislative requirements.
- Work with multiple stakeholders to gather the necessary information to draft and edit communication materials, ensuring consistency in tone and style.
- Manage the revision process for corporate communication materials, including seeking approvals at various levels.

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- Collaborate with the Communications Division to ensure messaging is clear and consistent across all public-facing channels.
- Lead, track and report on the development and implementation of projects.
- Represent the team on committees and working groups.
- Provide backup support for media relations activities, including drafting media materials, supporting media monitoring, and assisting with inquiry responses during peak periods or as required.

What you need to qualify

- Minimum of five (5) years' experience writing and editing publications for public audiences.
- Experience creating content for public-facing channels to deliver clear and consistent messaging.
- Superior writing, editing and research skills to synthesize complex or technical content into plain language.
- Demonstrated ability to work with multiple stakeholders to gather the information necessary to develop and edit communication materials, ensuring that content is cohesive and consistent in tone and style.
- Detail-oriented with excellent analytical, problem-solving, and organizational skills to complete complex projects and initiatives.
- Experience supporting media relations activities, including drafting media materials, monitoring coverage, or assisting with media inquiries in a public-sector or public-facing environment.
- 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, resume, portfolio and writing samples as one PDF attachment, using format: **EO-2026-90, First Name Last Name** in the subject line, to jobs@elections.on.ca, no later than **4PM June 19, 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.