



## Supervisor, Operations – Election Sites (Returning Offices and Voting Locations)

<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, Toronto, Ontario, M3C 2H4
<b>Salary Band:</b>	\$84,478 to \$124,487 per year
<b>Hours of Work:</b>	36.25 per week
<b>Posting Date:</b>	March 31, 2026
<b>Closing Date:</b>	April 9, 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 in Ontario. We are committed to making voting easy and accessible for all electors, while maintaining the integrity, security, and transparency of the electoral process.

### Join our team

The Electoral Operations division is seeking a motivated, highly organized, analytical, and result-driven leader to support the delivery of provincial electoral events across Ontario.

Elections Ontario delivers elections by supporting 124 Electoral Districts, operating a province-wide network of temporary returning offices and pop-up voting locations for each election. These sites are critical to election delivery enabling field teams to recruit and train staff, manage materials, serve electors, and deliver accessible voting services in communities across the province. Each election requires rapid site identifications, leasing, preparation, and validation within fixed legislative and operational timelines.

The Operations Election Sites team plays a central role in this work, ensuring that every location is accessible, secure, accurately documented, and operationally ready. The work is fast paced, highly coordinated, and dependent on strong collaboration between head office teams, field leadership and external stakeholders.



## What you can expect in this role

Reporting to the Manager, Geospatial Services, you will lead the team responsible for ensuring Elections Ontario's returning offices and voting locations are secured, prepared, and operationally ready for each election. This role combines people leadership, property and location management, project coordination, and cross-functional collaboration.

In this role, you will:

- Supervise and support staff responsible for the leasing, preparation, validation, maintenance, and operational readiness of returning offices and voting locations across Ontario.
- Provide guidance, oversight, and quality assurance across all location-related workflows and deliverables.
- Oversee the end-to-end lifecycle of all location information, including sourcing, validating, mapping, documenting, and preparing location data for electoral events.
- Lead the team in the creation, production, and quality assurance of datasets, maps, operational products, and event-readiness materials.
- Oversee negotiations, approvals, and communication with landlords, real estate agents, property owners, and internal stakeholders.
- Ensure adherence to operational, accessibility, security, and legislative standards for all office and voting locations.
- Manage due diligence activities and ensure all documentation, approvals and tracking records are complete and auditable.
- Lead the development and maintenance of project plans, timelines, budgets, tracking tools, and documentation systems.
- Monitor, track, and report on project progress, risks, timelines, and deliverables.
- Coordinate cross-functional work with Geospatial Services, Field Offices, Logistics, Field IT, and other internal partners.
- Support modernization initiatives, operational excellence activities, and continuous improvements related to location management.
- Lead or participate in committees, project teams, and cross-functional initiatives.
- Prepare correspondence, documentation, training materials, and status reports to support informed decision-making and field readiness.



## What you need to qualify

- Experience supervising staff or leading a team including setting priorities, providing direction and ensuring quality of timely delivery of work.
- Demonstrated experience overseeing site selection, leasing, preparation or operational readiness, including evaluation trade-offs related to cost, accessibility, readiness, and operational risk.
- Proven ability to plan, track and deliver work against timelines, including developing project plans, monitoring progress, managing risks, and coordinating work across multiple stakeholders.
- Ability to assess complex operational issues, identify risks or gaps, and develop practical solutions particularly in time sensitive or high-volume environments.
- Demonstrated ability to communicate clearly and professionally, prepare documentation or briefings, and work effectively with internal partners and external stakeholders such as property owners or service providers.
- Knowledge of property and lease principles, including contract management or standard lease templates.
- Experience working with administrative, tracking, or permitting systems that require a high degree of accuracy and compliance.
- Familiarity with provincial legislation such as the *Election Act* and the *Accessibility for Ontarians with Disabilities Act (AODA)*.
- Experience working in a public-sector, regulatory, or operational environment.
- Must be legally entitled to work in Canada.

The successful candidate will be required to work in-office *five (5) days* per week and may be required to work evenings and weekends depending on operational needs.

Employment is contingent upon the successful completion of criminal background and social media checks.

## 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, using format: **EO-2026-50, first last name** in the subject line, to [jobs@elections.on.ca](mailto:jobs@elections.on.ca) no later than **4:00PM, April 9 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).