

## Supervisor, Operations – Electoral Locations

<b>Position Status:</b>	Temporary Assignment to March 31, 2027
<b>Posting Status:</b>	Open
<b>Location:</b>	(On-site) 26 Prince Andrew Place, North York, ON, 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>	May 21, 2026
<b>Closing Date:</b>	June 1, 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 Electoral Operations division is seeking a motivated leader who enjoys coordinating complex, multi-teamwork in time sensitive environments. Comfortable working with both operational details and big-picture planning. In addition, you can balance competing priorities while maintaining compliance and quality. As a leader you strive to motivate your staff by enabling their success to deliver critical services.

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 coordinating the operational readiness of electoral locations across Ontario. This includes overseeing planning, validation, data integrity, and cross-functional execution to ensure all required elements are in place to support election delivery.

Working closely with internal teams and external partners, you will ensure locations are confirmed, documented, and aligned with accessibility, compliance, and operational requirements within mandated timelines.

- Lead planning and execution activities to support election readiness across multiple workstreams.
- Oversee timelines, risks, and deliverables related to operational readiness.
- Coordinate work across internal teams (GEO, Field Ops, Logistics, IT, etc.).
- Lead development of tracking tools, reporting, and readiness dashboards.
- Provide quality assurance across operational processes, data, and outputs.
- Ensure adherence to operational, accessibility, security, and legislative standards for all office and voting locations.
- Supervise and support staff responsible for the leasing, preparation, validation, maintenance, and operational readiness of returning offices and voting locations across Ontario.
- Oversee workflows related to location identification, validation, and preparation.
- 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.
- Support modernization initiatives, operational excellence activities, and continuous improvements related to location management.
- Manage interactions with external partners (e.g., property stakeholders) as required.
- Prepare correspondence, documentation, training materials, and status reports to support informed decision-making and field readiness.

## What you need to qualify

- Three to five years of progressive experience.
- Experience leading a team, including setting priorities, providing direction and ensuring quality of timely delivery of work.
- Demonstrated experience leading complex operational or program delivery activities involving multiple stakeholders, timelines, and constraints.
- Experience overseeing planning, coordination, or readiness activities in a high-volume or time-sensitive environment.
- 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 location-based services, logistics, or infrastructure planning is considered an asset.
- 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.

**This role requires in-office presence five (5) days per week and may be required to work evenings and weekends depending on operational needs. 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-2026-50, First Name Last Name in the subject line, to [jobs@elections.on.ca](mailto:jobs@elections.on.ca), no later than 4:00PM on June 1, 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.