

## Website Administration Officer

<b>Position Status:</b>	Temporary Assignment until March 31, 2027
<b>Posting Status:</b>	Open
<b>Location:</b>	(On site) 26 Prince Andrew Place, North York, ON M3C 2H4
<b>Starting Salary:</b>	\$65,470 to \$90,603 per year
<b>Hours of Work:</b>	36.25 per week
<b>Posting Date:</b>	May 20, 2026
<b>Closing Date:</b>	May 27, 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, team-oriented professional to support the administration of two public-facing websites using a Content Management System (CMS), web applications and Elections Ontario mobile app.

The role includes working with internal and external stakeholders to ensure digital information is accurate, accessible, consistent and aligned with organizational standards and legislative requirements.

### What to expect in this role

Reporting to the Manager, Strategic Communications, you will:

- Update websites' content using a Content Management System (CMS) to ensure consistent messaging, branding and compliance with the *French Language Services Act* and the *Accessibility for Ontarians with Disabilities Act (AODA)*.
- Collaborate with stakeholders to update and create content and identify business requirements.
- Work with stakeholders and vendors to document, implement and test website fixes and enhancements.
- Develop and implement digital communication plans within identified timelines.



- Analyze website analytics and prepare reports.
- Monitor website performance and recommend improvements to tools and workflows.
- Maintain up-to-date documentation for website processes and procedures.
- Collaborate with team members and provide cross functional support where required.

### What you need to qualify

- Demonstrated experience in website content management (e.g., Adobe Experience Manager).
- Experience working with internal and external stakeholders to review, update and develop content for public-facing channels.
- Experience identifying, documenting, testing and implementing business requirements with stakeholders and vendors.
- Strong analytical, problem-solving, organizational, writing and editing skills.
- Knowledge of Microsoft 365 products (e.g., Office 365 and SharePoint), and website analytics platforms (e.g., Google Analytics and Microsoft Clarity).
- Familiarity with *Accessibility for Ontarians with Disabilities Act* (AODA).
- Flexibility to support a variable work schedule and extended shifts.
- Must be legally eligible to work in Canada.

The successful candidate will be required to work in-office *five (5) days* per week. There is no hybrid opportunity. May be required to work evenings and weekends depending on operational needs.

The successful candidate will be required to complete criminal background and social media checks as part of the hiring 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 attachment, using format: #EO-2026-81, First Name last Name to [jobs@elections.on.ca](mailto:jobs@elections.on.ca) no later than 4PM on **May 27, 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.