

Video Clerk

Position Status:	Temporary Assignment to August 31, 2026
Posting Status:	Open
Location:	26 Prince Andrew Place, Toronto, Ontario M3C 2H4 (Don Mills and Eglinton)
Starting Salary:	\$55,357 per year
Hours of Work:	36.25 per week
Posting Date:	April 29, 2024
Closing Date:	May 9, 2024

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 Field Operations and Training division of Elections Ontario is seeking a highly motivated individual for the position of Video Clerk. In this position, you will support the development of training assets for electoral and referenda events.

What to expect in this role

Reporting to the Manager, Business Processes and Training you will:

- Work with the Business Processes and Training team to develop and build out training activities.
- Produce instructional screen casting videos and PowerPoint slides, as needed.
- Publish videos on video sharing platforms (Youtube, Microsoft Stream).
- Produce photography, graphic arts, videography and motion graphics ensuring compliance with Elections Ontario branding standards.
- Provide a range of operational support, including word processing, data entry and proofreading.

What you need to qualify

- Post-secondary education in media production, or equivalent experience.



- Excellent knowledge of a variety of computer programs, including MS Office.
- Strong working knowledge of Adobe Creative Suite, After Effects, Camtasia (or equivalent), audio/video capture and production.
- Highly developed technical, administrative and project support service skills.
- Ability to learn new software/technology applications.
- Superior oral and written communications skills.
- Organizational, prioritizing and time management skills.
- Ability to multitask and work independently with little supervision, handling multiple projects and meeting deadlines.
- Excellent customer service skills.
- Online portfolio/work samples preferred.
- Must be legally entitled to work in Canada.

Elections Ontario offers alternative work arrangements (Telework or Compressed Work Week). This position requires in-office presence 3 to 5 days per week, based on operational requirements.

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 (including link to portfolio/work sample) as one attachment, quoting File #EO-2024-62 in the subject line, to hr@elections.on.ca no later than **May 9, 2024**.

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.