

## Advisor, Outreach and Public Engagement

<b>Position Status:</b>	Temporary Assignment to December 31, 2025
<b>Posting Status:</b>	Open
<b>Location:</b>	26 Prince Andrew Place, Toronto, ON M3C 2H4
<b>Salary Range:</b>	\$82,217 to \$121,155 per year
<b>Hours of Work:</b>	36.25 per week
<b>Posting Date:</b>	October 21, 2024
<b>Closing Date:</b>	October 28, 2024

### Who we are

The Office of the Chief Electoral Officer (Elections Ontario) is an independent, non-partisan agency 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 Communications Division at Elections Ontario (EO) is seeking an experienced communications professional, adept at working in a dynamic and fast-paced environment. As Advisor, Outreach and Public Engagement, you will provide leadership in the strategic planning and implementation of various outreach and public engagement programs and initiatives.

### What to expect in this role

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

- Lead in the planning, development, and implementation of outreach & public engagement initiatives.
- Work closely with internal and external stakeholders to develop and execute voter registration campaigns, managing all aspects of the campaign, including budget, resources, and external vendors.
- Support field staff in mobilizing and executing outreach initiatives to support voter registration campaigns. Provide strategic and consultative advice to the Director, Communications on communications policy development and implementation, and monitor policy and operational issues.
- Manage the ongoing identification, assessment, and response to emerging trends and issues related to outreach initiatives that have potential implications to EO

and to ensure issues are identified early and issues management plans are developed and implemented to avoid or mitigate risk.

- Collaborate with other managers within the division on EO's website, social media content, and public events to ensure consistent and accurate messaging when developing briefing materials for the Director, Communications and EO executives.
- Provide oversight and direction on multidisciplinary project teams to support outreach and public engagement strategies for the organization.
- Evaluate outreach and public relations plans and provide recommendations on improving communications to better inform and engage the general public.
- Prepare presentations, talking points, briefing notes, Qs & As, and other communications material for EO executives, the Director, Communications, and other directors to deliver at stakeholder meetings/consultations and events.
- Manage high-profile, public-facing events and programs, including developing presentations for the Chief Electoral Officer and working with public relations team and collaborate with vendors on strategy, promotion, and execution.
- Prepare and deliver presentations on outreach and public engagement initiatives at stakeholder meetings and consultations; participate in committees and working groups to represent the Communications Division and/or EO, when required.
- Ensure professional communications and excellence in client service, efficiency, and effectiveness.

## **What you need to qualify**

- University degree in communications, marketing, public relations, or a relevant field of study.
- Minimum of five years' experience in communications and event management to develop strategies and effective messaging and public engagement consistent with EO's branding and image.
- Exceptionally strong oral and written communication (French is an asset).
- Strong interpersonal and strategic and critical-thinking skills to prepare key messages, Qs and As, briefing notes, speeches, reports, presentations, and other communications products, as well as to liaise with and build relationships with key stakeholders.
- Demonstrated knowledge of strategic communications and management practices, methodologies, and techniques to develop and implement communication plans that support EO's overall strategic plan.
- Project management and budgeting skills to oversee projects, timelines, and budgets.



- Sound judgment, political acuity, attention to detail, and project management skills in providing strategic advice to the Director, Communications, and EO executives.
- Ability to work a flexible schedule, including evening and weekend shifts during the election period.
- 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 4 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 as one attachment, quoting File #EO-2024-144, using the link [Advisor, Outreach and Public Engagement](#) no later than **October 28, 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](mailto:hr@elections.on.ca).