

Candidate Nomination and Special Ballot Officers (4)

Position Status:	Temporary Assignment to June 27, 2025
Posting Status:	Open
Location:	26 Prince Andrew Place, Toronto, Ontario M3C 2H4 (January 2025 - March 2025) 51 Rolark Dr, Scarborough, Ontario M1R 3B1 (April 2025 - June 2025)
Starting Salary:	\$63,718-\$66,900
Hours of Work:	36.25 per week
Posting Date:	December 18, 2024
Closing Date:	January 13, 2025
Shifts:	Must be able to work variable shifts between 8.00 am to 9.00 pm; 7 days per week.

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 Operations division of Elections Ontario is seeking Candidate Nomination and Special Ballot Officers who are able to develop subject matter expertise regarding Elections Ontario processes, are highly organized and efficient with leading and organizing administrative tasks, and who can support the operations of the Candidate Nomination and Special Ballot Programs.

What to expect in this role

Reporting to the Supervisor - Candidate Nominations & Special Ballots, you will:

- Develop subject matter expertise for all Candidate Nomination and Special Ballot processes.
- Develop proficiency with internal systems to manage Candidate Nominations and Special Ballot processes.
- Organize the delivery of the voting programs for incarcerated electors.

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- Organize and support the delivery of Standing Nominations at Elections Ontario Headquarters (EOHQ).
- Organize and support the delivery of the Hospital Visit program.
- Provide second tier call centre support and respond to email inquiries from candidates and members of the general public pertaining to electoral administration/operations.
- Provide knowledgeable and timely responses to issues and inquiries arising in the field, from candidates and from the public.
- Monitor tickets and follow up on escalated issues until they are resolved while adhering to SLAs.
- Process elector applications arriving online and by mail, email, and fax. Use Elections Ontario software to look up and verify elector data, polling divisions, electoral districts and record elector information.
- Troubleshoot data errors, omissions, conflicts, or inconsistencies.
- Administer secure processes to respond to program and voter identification inquiries.
- Support Supervisors in overseeing day to day operations and resolving escalations from Candidate Nomination and Special Ballot Clerks (Clerks).
- Support the Clerks in the delivery of the Standing Nomination and Special Ballot program.
- Support field staff in the delivery of Candidate Nominations and the Special Ballot program.
- Support Supervisors in creating reports for senior management as required.
- Apply security protocols to protect elector privacy.

What you need to qualify

- Demonstrated experience supporting junior staff in a fast-paced environment.
- Highly developed administrative skills and demonstrated progressive experience in applying procedures and practices to a range of advanced administrative and operational support services.
- Excellent knowledge of a variety of computer programs, including desktop publishing, project management software and Microsoft Office.
- Excellent editing, proofreading, research, and analytical skills.
- Detailed oriented with the ability to multi-task, work under pressure and meet tight deadlines.
- Excellent oral and written communication and interpersonal skills.

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- Familiarity with electoral event operations.
- Must be 18 years of age or older.
- Must be a Canadian citizen.

The successful candidate(s) will be required to work in-office.

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-2024-170 in the subject line, to hr@elections.on.ca no later than **January 13, 2025**.

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.