

Candidate Nomination and Special Ballots Supervisor

Position Status:	January 06, 2025 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:	\$82,217 - \$121,155 per year
Hours of Work:	36.25 per week
Posting Date:	December 04, 2024
Closing Date:	December 11, 2024
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 Voting Processes and Infrastructure unit of Elections Ontario is seeking a highly motivated and results oriented leader to assist in managing the development, implementation and delivery of Candidate Nominations and Special Ballot voting programs that support the planning, preparation and delivery initiatives surrounding the execution of electoral and referenda events in Ontario.

What to expect in this role

Reporting to the Manager, Voting Processes and Infrastructure, you will:

- Manage the overall operation of the Candidate Nomination and Special Ballots team including recruitment of 25 Candidate Nomination and Special Ballots clerks, scheduling clerks for shifts to ensure ongoing Candidate Nomination and Special Ballots coverage during extended hours of operation which includes evenings and weekends.
- Provide strong customer service and resolve issues as they may arise.

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- Conduct daily stand-up meetings to provide key just in time information to clerks and provide ongoing support.
- Assist in the delivery of the orientation and customer service training of the clerks.
- Strong relationship management and communication skills to address stakeholder concerns and resolve issues.
- Participate in the planning, implementation, and delivery of Candidate Nominations and Special Ballot voting. Contribute to developing and establishing strategies, plans, procedures, and protocols to ensure these processes meet the needs of prospective candidates and Ontario's electorate.
- Contribute to the establishment and management of processes and procedures for the review and quality control of the candidate nominations in preparation for electoral events. Provides oversight and support to Returning Officers in the management of the candidate nomination process during the election.
- Contribute to the establishment and management of processes and procedures for the review and quality control of the vote by mail applications in preparation for electoral events. Provides oversight and support to Returning Officers in the management of the special ballot voting processes during the election.
- Monitor team activity, identify and resolve issues and escalate complex matters as required.
- Analyze data and prepare reports on the status of program activities.
- Develop and coordinate program plans.
- Ensure the program stays within budget and established timelines.
- Provide guidance, leadership and feedback to ensure effective and efficient completion of assignments.

What you need to qualify

- 1 - 3 years call centre/data entry team lead/supervisory experience with highly developed leadership and administrative skills to manage staff and provide operational and functional guidance to plan and prioritize work.
- Demonstrated experience assisting with or leading projects and teams of varying sizes and complexities.
- Knowledge of project management methodologies, techniques and tools.
- Experience leading, scheduling, and training teams of 15+ members for event delivery.



- Detail-oriented with a strong ability to organize, multitask and work under pressure to meet tight deadlines.
- Well developed oral and written communication skills.
- Familiarity with electoral event operations.
- Must be legally entitled to work in Canada.

The successful candidate 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-2024-162 in the subject line, to hr@elections.on.ca no later than **December 11, 2024**.

We thank all applicants for their submission. 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.