



## Election Clerk

**Position Status:** Temporary Assignment to October 31, 2026  
**Posting Status:** Open  
**Hourly Rate:** \$37 per hour  
**Hours of Work:** Variable hours with full-time hours during the election period  
**Posting Date:** September 27, 2024  
**Closing Date:** October 8, 2024

Are you ready to put your leadership and management skills to work by serving democracy in Ontario? If so, join an innovative and recognized leader in electoral administration today!

### Who we are

The Office of the Chief Electoral Officer is an independent, non-partisan agency of the Legislative Assembly of Ontario, responsible for the administration of provincial elections, by-elections, and referenda.

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. Together, we lead change by building modern services that put the needs of Ontarians first.

### Join our team

We are seeking motivated, highly organized and results-oriented individuals to coordinate the implementation and delivery of electoral and referenda events for specific electoral districts in Ontario.

### What to expect in this role

Reporting to the Returning Officer (RO) of a specific electoral district, you will:

- Participate in the preparation for electoral events through various assignments.
- Attend orientation week and training week to prepare for the election event.
- Assist the Returning Officer with the recruitment of office staff for the electoral event.

- Obtain First Aid Certification
- Assist the Returning Officer in target registration and outreach activities
- Use your strong community network to help coordinate recruitment of poll officials (400-600).
- Supervise a team of qualified election professionals in the returning office.
- Maintain the integrity and privacy of sensitive election products such as the List of Electors.
- Complete event deliverables according to the timelines set by the *Election Act* and Elections Ontario headquarters (EOHQ), such as the implementation and delivery of all voting channels.
- Manage effective and collaborative working relationships with a range of internal and external stakeholders.
- Assist with the duties of the Returning Officer (RO) in periods when the Returning Officer is not available.

### **Working Conditions:**

The Election Clerk position can be demanding, both mentally and physically. Election Clerks work long hours, six days a week, during the 29-day election period. Outside the election period, Elections Clerks may work variable hours on an occasional, part-time basis to carry out pre-election planning assignments and attend training or briefing sessions, etc.

For the 2026 general election, you can expect the following:

- Pre-election period: November 2024 – April 2026; part-time, variable hours
  - Orientation week (36.25 hours) in November 2024
  - Recruitment of office staff (5 hours) between November – January 2025.
  - Training week (25 hours) February-March 2025
  - Target registration and outreach activities (10-20 hours/week) April-May 2025
- Election period: May-June 2026; full-time hours, 6 days per week

**Note:** The above are the expected timeframes which are subject to change. Additionally, by-elections and referendums in your assigned electoral district can be called at any point in time.

## What you need to qualify

- Must be of voting age, a Canadian citizen and resident of Ontario as per the *Election Act*.
- Leadership role in the community; strong network and connections in the electoral district to assist with recruitment of returning office staff and poll officials.
- Highly developed administrative management skills to coordinate/supervise returning office and voting location staff.
- Developed experience applying strategic and project planning/management principles to ensure deliveries are met on time.
- Demonstrated expertise in Human Resources management of a diverse workforce.
- Knowledge and understanding of various legislation including *Accessibility for Ontarians with Disabilities Act*, *Ontario Human Rights Code*, *Ontario Employment Standards Act*, *French Language Services Act*, *Election Act*, *Election Finances Act* and privacy legislation is an asset.
- Well-developed oral/written communication, consultation, relationship management and interpersonal skills.
- Demonstrated analytical and problem-solving skills.
- Demonstrated experience with computer technology systems including Microsoft Office Suite and various software applications.
- Living in or near the electoral district is preferred. Local demographic and geographic knowledge of the electoral district is considered an asset.
- Have access to a reliable means of transportation.
- Must be accessible via cellular phone and possess a computer with internet access.
- Must have a Social Insurance Number and be legally entitled to work in Ontario.

## How to Apply

Please submit your cover letter and resume as one attachment, by completing the [Election Clerk application form](#) no later than October 8, 2024.

While we appreciate all applications, only those candidates selected for an interview will be contacted. We thank all applicants for their submissions.

## 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).