

Logistics Election Officer

Apply now.

Hourly Rate: \$29 per hour

Hours of Work: Variable hours during the election period and the Register to Vote program

Are you ready to take on a pivotal role in the upcoming election? Join us as a Logistics Election Officer (LEO) and be at the heart of the action, managing the training and logistics office and ensuring everything runs smoothly. From receiving and sorting to staging and distributing poll supplies, equipment, and materials, you'll be the go-to person for all things logistics.

What you'll be doing:

- Managing, scheduling, and assigning tasks to the training and logistics office (TLO) staff to ensure key deliverables related to election materials and poll equipment are met.
- Tracking attendance of TLO staff, confirm and sign off on timesheets.
- Handling incoming shipments of materials and poll equipment from Elections Ontario HQ and vendors.
- Monitoring and maintaining a current inventory of materials, ordering more stock as needed.
- Ensuring proper sign-out procedures are followed while distributing ballots to poll officials.
- Overseeing the assembly and staging of equipment and materials.
- Assigning other duties as needed to Resource Staff to aid in the deployment and return of materials.
- Performing other duties as assigned by the Returning Officer or designate.

What We're Looking For:

- Experience with warehousing, shipping and receiving, inventory management, and team management is a plus.
- Strong leadership, collaboration, organizational, and planning skills.
- Excellent interpersonal communication (oral and written) and problem-solving skills to resolve issues and communicate solutions to staff efficiently and timely.
- Ability to understand, rationalize, and resolve situations efficiently as they escalate.
- Able to work for long stretches of time, especially during election days.
- Excellent attention to detail.
- Able to lift heavy items weighing up to 45 lbs.
- Ability to stay composed under pressure.
- Ability to work in a fast-paced environment during an electoral event.
- Local election office experience is a plus.
- Must be 18 years of age or older and eligible to work in Canada.
- Must be bilingual in designated electoral districts.

Working Conditions:

Pre-election Period:

- Attend a 2-day mandatory in-person regional training session scheduled between February 24 - March 28, 2025, excluding the week of March break.
- Participate in the Register to Vote program in your electoral district to set up equipment from April 14 - May 16, 2025 (20-40 hours).
- May work some hours receiving election materials, poll equipment, and office supplies.

Election Period:

- Full-time hours with overtime (40-50 hours per week) over 6 weeks.

Ready to take on this exciting challenge? Apply now and be a key player in the electoral process!

