

Recruitment Officer

Apply now.

Hourly Rate: \$25 per hour

Hours of Work: Variable hours during the election period

We're on the lookout for a Recruitment Officer (RECO) to join our dynamic team! As a RECO, you'll be the go-to person for recruiting 400-600 poll officials who work at the advance polls and on election day, coordinating training sessions with the Training Officer (TO) and making sure all the necessary information and forms are in place for the Finance Officer (FO) to process payroll.

What you'll be doing:

- Recruiting, hiring, and scheduling training sessions for 400-600 poll officials.
- Entering employee information into our Human Resource Information System.
- Coordinating with the Training Officers to schedule the training classes.
- Coordinating with the Finance Officer to ensure all mandatory information is collected.
- Preparing and submitting timesheets and mileage claim forms for all local election office staff and poll officials.
- Performing other duties as assigned by the Returning Officer or designate.

What We're Looking For:

- Experience in human resources, community involvement, or working with volunteers.
- Strong verbal and written communication, planning, and scheduling skills.
- Good telephone interviewing techniques.
- Experience with computer applications like web browsers, Microsoft Word®, and Microsoft Excel®.
- Knowledge of the electoral district, electoral process, and the skill level requirements of various positions.
- Experience with record keeping.
- 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 or older and eligible to work in Canada.
- Must be bilingual in designated electoral districts.

Working Conditions:

Pre-election Period:

- Attend a mandatory 3-day in-person regional training session between February 24 - March 28, 2025 (excluding March break).
- May work some hours to recruit resource staff for the local election office and set up positions in our Human Resource Information System.
- May participate in the Register to Vote program from April 14 - May 16, 2025, to recruit registration teams (5-10 hours total).

Election Period:

- 20-40 hours per week for 5 weeks.

Join us and be a part of something big! If you're detail-oriented, love working with people, and thrive in a fast-paced environment, we want to hear from you. Apply now and be a part of the electoral process!

