

Special Ballot Revision Officer

Apply now.

Hourly Rate: \$25 per hour

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

Are you ready to make a difference in the upcoming election? Join us as a Special Ballot Revision Officer (SBRO) and play a crucial role in managing and administering special ballot voting at the local election office. You'll also be revising the List of Electors, handling additions, corrections, and deletions, and processing transfers.

What you'll be doing:

- Administering special ballot voting processes within the local election office, ensuring everything runs smoothly and in line with legislation.
- Supervising and managing Special Ballot Officers during ballot counting, home visits, and the hospital program (only during a general election).
- Processing electors voting by special ballot using Elections Ontario software.
- Handling vote-by-mail kits, processing their acceptance or rejection with the help of our software.
- Overseeing the counting of ballots (write-in ballots, tabulator ballots, and vote-by-mail ballots).
- Managing post-event strike-off activities and potential target revision activities, ensuring timely completion of all activities.
- Assisting electors in completing revision applications at the local election office.
- Processing and overseeing the entry of revision forms into our computer systems, ensuring completeness and accuracy of forms to ensure the integrity of the revision process.
- Performing other duties as assigned by the Returning Officer or designate.

What We're Looking For:

- Knowledge of the electoral process and electoral district.
- Strong organizational, analytical reasoning, and computer skills.
- Experience with computer applications like web browsers, Microsoft Word®, and Microsoft Excel®.
- Ability to print legibly and complete forms accurately.
- Detail-oriented and sensitive to the needs of people with physical and mental disabilities and/or low literacy.
- Thrive in a fast-paced environment during an electoral event.
- Strong leadership, collaboration, organizational, and planning skills.
- 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.
- Excellent verbal and written communication, planning, scheduling and keyboarding skills.
- Must be 18 years of age or older, a Canadian citizen, and a resident of Ontario, as per the *Election Act*.
- Bilingual in designated electoral districts is a must.

Working Conditions:

Pre-election Period:

- Attend a 3-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, a targeted registration activity, overseeing registration teams in your electoral district from April 14-May 16, 2025. (20-40 hours total each)
- May work some hours preparing for in-person special ballot voting.

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 part of the electoral process!

