

Training Officer

Apply now.

Hourly Rate: \$25 per hour

Hours of Work: Variable hours during the election period

Are you passionate about teaching? Join us as a Training Officer (TO) and play a key role in preparing poll officials for the upcoming election. Become an expert in either non-tech or technology-based electoral processes, to effectively train poll officials within your electoral district. This position may include travel to conduct training sessions as needed.

What you'll be doing:

- Organizing the supplies and equipment needed for training sessions.
- Working with the Recruitment Officers to schedule training sessions.
- Training all poll officials in the electoral district.
- Using training tools that complement the materials.
- Performing other duties as assigned by the Returning Officer or designate.

What We're Looking For:

- Experience with adult education including delivering training sessions.
- Strong technical skills with operating PCs and peripherals, as well as Microsoft PowerPoint®.
- Sensitive to the needs of people with disabilities and/or low literacy.
- Excellent interpersonal communication (oral and written) and problem-solving skills to resolve issues and communicate solutions to staff efficiently and timely (and in French, in designated electoral districts).
- Organizational, planning, and scheduling skills.
- Ability to understand, rationalize, and resolve situations efficiently as they escalate.
- Able to work for long stretches of time, especially during election days.
- 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.
- Bilingual in designated electoral districts.

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.

Election Period:

- Work between 20-40 hours per week over 5 weeks.

Ready to make a difference? Apply now and help us ensure a smooth and successful election process!

