

Product and Training Officer

Position Status:	Temporary Assignment to August 1, 2025
Posting Status:	Open
Location:	26 Prince Andrew Place, North York, ON M3C 2H4 (Don Mills and Eglinton)
Salary Range:	\$63,718 to \$88,178 per year
Hours of Work:	36.25 per week
Posting Date:	December 17, 2024
Closing Date:	December 30, 2024

Who we are

The Office of the Chief Electoral Officer (Elections Ontario) is an independent, non-partisan office of the Legislative Assembly of Ontario, responsible for administering provincial elections, by-elections, and referenda in Ontario. We are committed to making voting easy and accessible for all electors while maintaining the integrity, security, and transparency of the electoral process.

Join our team

The Compliance division of Elections Ontario is seeking a highly motivated and organized individual to assist the Compliance Product and Training Supervisor, in the administration and upkeep of Compliance products - the Political Entity Portal (PEP), the Election Finances Management System (EFMS), the Election Finances Reporting System (EFRS) and various supporting projects. Under the requirements of the *Election Finances Act*, the individual will aid in the planning, delivery, support, and training of products.

What to expect in this role

Reporting to the Compliance Product and Training Supervisor, you will:

- Support daily Compliance activities related to products by providing insight, assistance, training, and technical support.
- Prepare and deliver presentations to stakeholder teams as required.
- Provide assistance to all stakeholders during filing deadlines related to technology and workflows.
- Work with Compliance staff, chief financial officers, auditors, and party staff to resolve issues related to Compliance products.



- Review data related to financial statements and contributions by ensuring that information is transferred successfully from the Political Entity Portal to the Election Finances Management System and the Election Finances Reporting System website.
- Lead and assist in projects related to Compliance data and historical information.
- Assist in all testing endeavors related to the Compliance Division.

What you need to qualify

- Knowledge of election finances legislation, guidelines and policy is an asset.
- Proficiency with the MS-Office Suite.
- Well-developed oral/written communication and presentation skills.
- Demonstrated leadership, organizational, multitasking and planning skills.
- Strong analytical and problem-solving skills.
- Must be legally entitled to work in Canada.

Elections Ontario offers alternative work arrangements (Telework or Compressed Work Week). This position requires in-office presence 4 to 5 days per week, based on operational requirements.

How to apply

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. We offer career growth opportunities and a competitive rewards program.

Please submit your cover letter and resume as one attachment, quoting File #EO-2024-169 in the subject line, to hr@elections.on.ca no later than **December 30, 2024**.

We thank all applicants for their submission. Only those candidates selected for an interview will be contacted.

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.