

Senior Content Writer

Position Status:	Permanent
Posting Status:	Open
Location:	26 Prince Andrew Place, Toronto, ON M3C 2H4
Salary Range:	\$82,217 to \$121,155 per year
Hours of Work:	36.25 per week
Posting Date:	December 9, 2024
Closing Date:	December 20, 2024

Join Our Dynamic Team at Elections Ontario!

Who We Are

At Elections Ontario (EO), we're dedicated to making voting easy and accessible for everyone while ensuring the integrity, security, and transparency of the electoral process. We're an independent, non-partisan office of the Legislative Assembly of Ontario, responsible for administering provincial elections, by-elections, and referenda.

Why Join Us?

Are you a thought leader ready to make an impact? Are you passionate about translating complex data into clear, strategic advice? If so, we want you on our team! This is your chance to join our Design & Strategic Innovation team, shaping public opinion, informing policy and empowering decision making to ensure flawless electoral events.

Your Role

As a key player in our Design & Strategic Innovation division, you'll:

- **Research and Analyze:** Conduct comprehensive research to create clear, evidence-based knowledge products.
- **Collaborate:** Leverage internal teams and external partners to gather and integrate diverse perspectives and incorporating multiple data sources.
- **Document and Communicate:** Prepare reports and presentations to communicate insights and recommendations.
- **Support Innovation:** Influence modernization plans and strategies for future state election management.
- **Exercise Autonomy:** Plan, develop and implement projects required to advance EO's strategic plan.

- Thought Leadership: Acting as supervisor for special projects and initiatives.

What You Bring

- Communication Skills: Proven experience crafting impactful communications for both targeted and broad audiences
- Research Expertise: Strong research skills with the ability to interpret complex data that can be used to render advice and enable strategic decision-making
- Content Development Expert: Editorial writer with a talent for managing the creation, review and evaluation of reports, presentations and other knowledge products.
- Relationship Management Skills: Ability to build strong partnerships that bolster collaboration, transparency and operational excellence
- Project Management Experience: Methods and techniques, risk management, quality assurance standards and performance measures

Ready to Innovate? If you're passionate about making a difference and ready to bring your A-game, apply now and join us in shaping the future of Ontario's electoral process!

Apply Today! Be part of a team that values integrity, innovation, and excellence. Let's make voting easy and accessible for all Ontarians together!

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-2024-168 in the subject line, to hr@elections.on.ca no later than **December 20, 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.