

## Team Lead, Media Relations

<b>Position Status:</b>	Temporary Assignment to October 31, 2025
<b>Posting Status:</b>	Open
<b>Location:</b>	26 Prince Andrew Place, North York, ON M3C 2H4
<b>Salary Range:</b>	\$82,217 to 121,155 per year
<b>Hours of Work:</b>	36.25 per week
<b>Posting Date:</b>	October 21, 2024
<b>Closing Date:</b>	October 28, 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 Communications division is seeking a highly motivated media relations professional who has experience in media and public relations, and issues management to assist in developing and coordinating communications strategies, projects and initiatives.

### What to expect in this role

Reporting to the Manager, Media & Outreach you will:

- Lead the planning, development, and implementation of media relations initiatives.
- Develop and execute issues management and media relations plans for voter registration campaigns, general elections, by-elections and referenda.
- Provide communications advice on media relations planning and issues management.
- Work with media relations staff to monitor a range of print, broadcast and internet-based media to provide media analysis reports to the organization.
- Support media relations staff in building positive relationships with media across the province and respond to requests with timely and factual information for English and French media.
- Review and edit press kits, speeches, corporate documents, stakeholder presentations and other public-facing communications products.



- Support the production of internal communications material, including presentations, briefing notes, Q&As, key messages and media tour/event notes.
- Act as spokesperson for Elections Ontario when required.
- Provide daily supervision of the media relations staff.
- Coordinate and lead interdivisional project teams and participate on committees, task forces and working groups when required.

### What you need to qualify

- Demonstrated knowledge and experience in media relations, issues management and communications planning.
- Demonstrated leadership and project management skills including vendor management.
- Proven ability to supervise staff and demonstrated ability to work both independently and collaboratively.
- Superior writing, editing, research and organizational skills (French is an asset).
- Excellent analytical and problem-solving skills.
- Knowledge of Ontario's media markets is an asset.
- Must be able to work a flexible schedule including day, afternoon/evening and weekend shifts Mondays - Sundays during the election period.
- Sound judgment, political acuity, attention to detail, and project management skills in providing strategic advice to the Manager, Media Relations & Outreach Director, Communications, and EO executives.
- Knowledge of electoral processes and ability to understand and interpret the *Election Act* and *Election Finances Act*.
- 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-2024-143, using the link [Team Lead, Media Relations](#) no later than **October 28, 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](mailto:hr@elections.on.ca).