

Communications Clerk

Position Status:	Temporary Assignment to July 4, 2025
Posting Status:	Open
Location:	26 Prince Andrew Place, North York, ON M3C 2H4
Salary Range:	\$58,996- \$80,232 per year
Hours of Work:	36.25 per week
Posting Date:	January 10, 2025
Closing Date:	January 17, 2025

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 of Elections Ontario is seeking an enthusiastic and organized individual to provide social media monitoring and communications support for various communications projects.

What to expect in this role

Reporting to the Manager, Creative Design & Marketing, you will:

- Provide social media monitoring support to the Communications Officer, Creative Design and Social Media.
- Create social media reports detailing analytics, performance, and engagement to measure effectiveness of social media campaigns.
- Provide support in building content calendars and liaise with internal stakeholders to ensure campaign deliverables are met within deadlines.
- Provide background research to support communications and marketing initiatives by reading/scanning newspapers, magazines and journals, online/offline relevant/topical information related to Elections Ontario.
- Assist in developing and reviewing responses through social media platforms.
- Maintain and update standard FAQ responses.
- Provide support in facilitating processes for various communications projects and deliverables.

What you need to qualify

- Demonstrated experience applying communications and marketing practices and research methods to support social media strategy as well as a variety of communications initiatives and operations.
- Superior interpersonal skills.
- Demonstrated writing and editing abilities.
- Demonstrated experience using a range of computer software applications, including word-processing, spreadsheet, presentation, internet.
- Demonstrated experience in using social media management applications.
- Organizational and project support skills.
- Experience conducting background research using a range of sources, including the Internet.
- Must be legally entitled to work in Canada.

The successful candidate(s) will be required to work in-office; however, alternative work arrangements (Telework and Compressed Work Week) are available 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-2025-04 in the subject line of the email to hr@elections.on.ca no later than 4:00pm on January 17, 2025.

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.