

Student Assistant (2), Compliance

Position Status:	Temporary Assignment from May 5, 2025, to August 29, 2025
Posting Status:	Open
Location:	26 Prince Andrew Pl, Toronto, Ontario M3C 2H4 (Don Mills and Eglinton)
Starting Salary:	\$19.44 per hour
Hours of Work:	36.25 per week
Posting Date:	March 21, 2025
Closing Date:	April 4, 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 Compliance division of Elections Ontario is seeking two well-organized and motivated students to assist with the processing of political party, constituency association, candidate and third-party advertiser financial statements filed under the *Election Finances Act*.

What to expect in this role

Reporting to the Compliance Clerk, you will:

- Photocopy and file financial statements and supporting schedules
- Assist with records management for the organizing files in designated areas
- Assist with the scanning & digitization of financial statements
- Assist with mass mailings
- Other administrative duties as assigned



What you need to qualify

- Must be enrolled in an accredited post-secondary program and must be returning to school in the **Fall of 2025**.
- Ability to work well in a team environment.
- Willingness to accept and follow directions and seek guidance when required.
- Ability to learn quickly and manage workload within defined timelines.
- Excellent communication and organizational skills.
- Proficiency with Microsoft Office suite of tools, specifically Word, Excel, and Outlook.
- Must be legally entitled to work in Canada.

The successful candidate(s) will be required to work in-office, Monday-Friday.

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.

Please submit your cover letter and resume as one attachment, quoting File: **#EO-2025-22** in the subject line, to hr@elections.on.ca no later than **April 4, 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.