

Student Assistant, Election Planning

Position Status:	Temporary Assignment from May 5, 2025 to August 29, 2025
Posting Status:	Open
Location:	26 Prince Andrew Place, Toronto ON (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 Strategic Planning and Project Management Division of Elections Ontario is seeking a well-organized and motivated student to assist in day-to-day Election planning and readiness activities.

What to expect in this role

Reporting to the Manager, Elections Planning, you will:

- Support the team on 2025 GE Lessons Learned roll up, communication and next steps.
- Support the team to gather and provide inputs for bi-weekly Planning & Readiness meetings.
- Assist the team as required in activities related to developing the 2029 Election Footprint and readiness strategy.
- Assist in preparing and reviewing project and operational documentation.
- Assist in creating reports and presentations using MS Excel, Visio, Word, and PowerPoint.
- Assisting with other projects and activities as needed.

What you need to qualify

- Must be enrolled in an accredited post-secondary program Business, Economics, Analytics or other related field, especially as it may pertain to project management, and **must be returning to school in the Fall of 2025.**
- Must be able to follow directions and request guidance when required.
- Ability to work well independently and as part of a team with a strong work ethic and a keen attention to accuracy and detail.
- Ability to learn quickly and manage work within prescribed timelines.
- Experience using the MS Office 365 suite of products. Expertise in Power BI would be an asset.
- Good communication, analytical, and problem-solving skills.
- Ability to be flexible and to work under pressure to meet tight deadlines.
- Ability to display tact and diplomacy, particularly in a politically sensitive environment.
- Must be legally entitled to work in Canada.

The successful candidate will be required to work in-office 5 days per week.

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-2025-24** 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.