

Now Hiring – Returning Office Positions

Are you passionate, organized and looking for a way to engage with your community? Apply to become a Returning Officer or Election Clerk in an electoral district near you!

Returning Officers and Election Clerks work closely together in the preparation, development, implementation, and delivery of elections, by-elections or referenda in their electoral district. Returning Officers and Election Clerks are responsible to plan and execute strategies and programs in support of electoral events.

Returning Officer

ED050 Lambton-Kent-Middlesex

Returning Officers administer elections in their electoral district. This position requires considerable organizational effort and careful planning to ensure the rapid deployment of resources and flawless execution of activities required to deliver an election. This includes, but is not limited to, securing an office and advance poll and polling day locations; working with external suppliers; hiring key staff and poll workers; interacting with candidates and electors; managing and auditing budget and financial transactions, including payroll before submission for payment; and tabulating the candidate results.

The Chief Electoral Officer is seeking results-oriented and motivated leaders to manage all aspects of the preparation, execution, close-out and reporting of electoral events and referenda, including the implementation and delivery of innovative recruitment strategies, administrative, financial accountability and issues management policies, in accordance with the requirements of the *Election Act* and other relevant legislation, policies, processes and guidelines.

For a detailed job ad and job description, please visit <http://electionsontario.hrassociates.ca/about-the-position/>

Election Clerk

ED050 Lambton-Kent-Middlesex

Election Clerks support the Returning Officer by providing leadership and direction in the coordination and implementation of all electoral event infrastructure, administration, recruitment, and financial management. The Election Clerks ensure that appropriate data is tracked and disseminated in support of the planning, preparation, and delivery of any electoral and referenda event in their Ontario electoral district. Election Clerks also are responsible for acting as the backup for all activities in the absence of the Returning Officer.

The Chief Electoral Officer is seeking motivated, high organized and results oriented individuals, under the direction of the Returning Officer to coordinate the implementation and delivery of innovative recruitment strategies, and administrative and issues management policies to support the execution and delivery of electoral and referenda events for single/specific electoral districts in Ontario.

For a detailed job ad and job description, please visit <http://electionsontario.hrassociates.ca/about-the-position/>

How to Apply

Returning Officer: Submit a resume and cover letter to RO@hrassociates.ca by November 24th, 2017.

Election Clerk: Submit a resume and cover letter to EC@hrassociates.ca by November 24th, 2017.

For additional information on the recruitment process, please visit www.electionsontario.hrassociates.ca. Applications will be reviewed on a rolling basis.

If you require a disability-related accommodation to participate in the recruitment process, please email us. We will accommodate your needs under the Ontario Human Rights Code.

While we appreciate all applications, only those candidates selected for an interview will be contacted. We thank all applicants for their submissions. Elections Ontario is an Equal Opportunity Employer.

Elections Ontario is a non-partisan Agency of the Legislative Assembly of Ontario.

www.elections.on.ca