



## EMPLOYMENT OPPORTUNITY

The Town of Pelham Clerk's Department is now accepting applications for the following position:

### **Elections Coordinator (Temporary 7 Month Contract)**

Under the direction of the Town Clerk, the Elections Coordinator is responsible for providing assistance with the planning, administration, and organization of all aspects of the municipal election, in accordance with the *Municipal Elections Act*, the *Accessibility for Ontarians with Disabilities Act (AODA)*, and other related legislation.

#### Duties Include:

- Assist in selecting the voting locations and conducting site audits to ensure the locations meet accessibility requirements established by the AODA, developing floor plans, arranging equipment and election day supplies.
- Support the management of advanced voting and voting day locations, as required.
- Manage inventory, storage, distribution and return of election equipment, ballots and supplies throughout the election, on voting day and during advanced voting.
- Assist with the preparation, updates and revisions to election materials, including 'Voters' Lists, information pamphlets, voter notification letters, training materials, etc.
- Assist with the handling of the Voters' List and creation and distribution of Voter Notification Cards.
- Assist with implementing Municipal Election communication with candidates, third party advertisers, and electors, including preparing candidate information packages, notices for publication, social media, election website and other content required by the *Municipal Elections Act*.
- Prepare training materials and legislative forms, coordinate training sessions for all hired staff and assist with the delivery of the election training.
- Participate in the Niagara Area Elections Working Group comprised of Municipal Clerks, Deputy Clerks and Election Coordinators from across the Region to ensure appropriate assignment of tasks and opportunities to share ideas, strategies and best practices.
- Assist with developing public reports, including the Accessibility Plan and Accessibility Report.
- Communicate business requirements to key partners (internal and external) for all components of the election, coordinating all resources required to implement the election plan successfully.
- Support work carried out by Clerks staff and any other election volunteers to ensure work is performed effectively and efficiently and in accordance with applicable legislation and Town policies and procedures.

- Adhere to, support and promote adherence to all Town policies and procedures, regulations, and other related guidelines.
- Undertake and perform other related duties as required.

The successful candidate will possess the following:

- Post-secondary education in Public Administration, Project Management, or related field
- 3 years' of recent related experience in municipal government
- Strong project management with well-developed report writing skills
- Excellent interpersonal and communication skills
- Sound knowledge and demonstrated experience working with the application of the *Municipal Elections Act, Education Act, Municipal Act* and *Ontarians with Disabilities Act* as well as any other current applicable legislation
- Ability to prioritize and work under pressure to meet unyielding deadlines
- Ability to maintain a high standard of professionalism, confidentiality, integrity, customer service and accuracy
- Ability to deal effectively and courteously with all levels of staff, the public, government officials and agencies
- Experience using eScribe, icreate, and Records management software is preferred

Salary: \$28.00/hour (Part-time 15-25 hours per week).

***Please note that the Town of Pelham requires all new hires to be fully vaccinated against COVID-19, and provide proof thereof except those with a medical or bona fide Human Rights Code exemption.***

Resumes must be submitted directly to Brianna Langohr, Human Resources/Health and Safety Coordinator at [hr@pelham.ca](mailto:hr@pelham.ca) by 9:00 am on **Monday, January 31, 2022.**

The Town of Pelham is an equal opportunity employer. We are committed to inclusive and barrier-free recruitment and selection processes and work environments. In accordance with the Accessibility for Ontarians with Disabilities Act, if you require this document or any additional documents in an alternative format, please contact our office at 905-892-2607, ext. 345. Should you require any special accommodations in order to apply for a position or interview for a position with the Town of Pelham, we will endeavor to make such accommodations.

We thank each applicant for taking the time and effort to submit their resume, however, only candidates to be interviewed will be contacted.

In accordance with the Municipal Freedom of Information & Protection of Privacy Act, all information is collected under the authority of the Municipal Act, 2001, and will only be used during the selection process for the subject posting.