



Job Title:	Election Coordinator
Department:	Legislative Services Department
Reports To:	Clerk
Salary Range	Band 7, 35 hours per week
Last Update:	November 2025

Job Summary:

Reporting to the Clerk, the Election Coordinator works under the direction of the Clerk to coordinate the planning, administration, and organization of all aspects of the 2026 Municipal and School Board Election for the Township of Ramara and related activities, in accordance with the Municipal Elections Act, 1996.

Primary Duties and Responsibilities:

1. Coordinate all aspects of the 2026 Municipal and School Board Election under the direction of the Clerk, ensuring compliance with the Municipal Elections Act.
2. Develop and maintain a master election project calendar and related documentation.
3. Serve as the Township liaison for the public, staff, and candidates.
4. Lead internal election project teams and manage external partnerships.
5. Recommend and coordinate advance voting locations based on best practices and historical data.
6. Manage inventory and secure distribution of vote tabulators, ballots, and election supplies.
7. Oversee assembly, distribution, and return of materials for Voting Day and Advance Vote staff.
8. Develop and recommend election policies and procedures aligned with applicable legislation.
9. Ensure the production of a compliant preliminary list of electors and voters' list.
10. Design and implement customer service models for voting places, including staffing plans.
11. Plan and execute recruitment and training strategies for election staff.
12. Administer candidate nominations and third-party advertiser processes impartially.

13. Support the development and delivery of election-related communications and materials.
14. Manage the election budget in accordance with the Township's Procurement Bylaw.
15. Assist with updating internal procedures and coordinating the inaugural Council meeting and orientation.
16. Liaise with vendors and regional election partners.
17. Contribute to post-election reporting and perform other duties as required by legislation and assigned.

Supervisory Responsibilities:

- Responsible for coordinating and overseeing election day/poll staff.

Education, Experience and Qualifications:

- Completion of a post-secondary diploma, university degree preferred, in public administration, business administration, social sciences, law, governance, or related field.
- 2+ years' experience in government administration, municipal government preferred.
- Training in municipal administration (e.g. AMCTO Municipal Administration Program) and elections is considered an asset.
- Accessibility training would be an asset.

Knowledge, Skills, and Abilities:

- Proven experience managing municipal elections, including use of election-related technologies, would be an asset.
- Strong understanding of relevant legislation: *Municipal Elections Act*, *Education Act*, *Municipal Act* and the *Accessibility for Ontarians with Disabilities Act*.
- Demonstrated project management and supervisory skills, with the ability to meet tight deadlines independently or collaboratively.



- Experience in communications, public relations, stakeholder engagement, and training delivery.
- Excellent interpersonal, customer service, and community engagement skills.
- Proficient in Microsoft 365 (Word, Excel, PowerPoint); experience with project management software is an asset.
- Valid Class “G” Driver’s Licence required.

This job description outlines the general nature and level of work for this position and is not an exhaustive list of duties. Additional responsibilities may be assigned as necessary to meet organizational needs. Duties and requirements may be modified to reasonably accommodate individuals with disabilities.