

Election Coordinator

12 Month Contract

Welcome to Ramara Township, located in Central Ontario, just 90 minutes from the GTA. Nestled by Lakes Simcoe and Couchiching, we offer access to beautiful parks, beaches, and trails. We value our employees and promote a positive, collaborative workplace. Benefits include health coverage, an OMERS Pension plan, paid time off, and flexible work arrangements. Join us in making a difference in the community by applying for the 12 Month Contract Election Coordinator position. We look forward to your application!

Core Responsibilities

- Coordinate all aspects of the 2026 Municipal and School Board Election under the direction of the Clerk, ensuring compliance with the Municipal Elections Act.
- Develop and maintain a master election project calendar and related documentation.
- Serve as the Township liaison for the public, staff, and candidates.
- Lead internal election project teams and manage external partnerships.
- Recommend and coordinate advance voting locations based on best practices and historical data.
- Manage inventory and secure distribution of vote tabulators, ballots, and election supplies.
- Oversee assembly, distribution, and return of materials for Voting Day and Advance Vote staff.
- Develop and recommend election policies and procedures aligned with applicable legislation.
- Ensure the production of a compliant preliminary list of electors and voters' list.
- Design and implement customer service models for voting places, including staffing plans.
- Plan and execute recruitment and training strategies for election staff.
- Administer candidate nominations and third-party advertiser processes impartially.
- Support the development and delivery of election-related communications and materials.
- Manage the election budget in accordance with the Township's Procurement Bylaw.
- Assist with updating internal procedures and coordinating the inaugural Council meeting and orientation.
- Liaise with vendors and regional election partners.
- Contribute to post-election reporting and perform other duties as required by legislation and assigned.
- Respond to requests from staff and public on FOI matters.
- Ensure appropriate balance is maintained between access to information and protection of personal information.
- Answer questions regarding RDAD - Routine Disclosure and Active Dissemination.
- Prepare annual MFIPPA Report for the province.

Experience

- Minimum 2 years of experience in government administration (municipal government experience preferred).
- Proven experience managing municipal elections, including familiarity with election-related technologies (considered an asset).
- Experience in communications, public relations, stakeholder engagement, and training delivery.
- Proven ability to exercise discretion, good judgement, diplomacy and a high level of confidentiality

Qualifications & Skills

- Completion of a post-secondary diploma (university degree preferred) in public administration, business administration, social sciences, law, governance, or a related field.
- Training in municipal administration (e.g., AMCTO Municipal Administration Program) and elections is considered an asset.
- Accessibility training would be an asset.
- Proven experience managing municipal elections, including use of election-related technologies, is considered an asset.
- Strong understanding of relevant legislation, including the Municipal Elections Act, Education Act, Municipal Act, and the Accessibility for Ontarians with Disabilities Act.
- 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.
- Demonstrated project management and supervisory skills, with the ability to meet tight deadlines independently or collaboratively.

Join Our Team

To apply, please combine your cover letter and resume into a PDF document entitled "**Contract Election Coordinator**" addressed to Brittany Wilson, CHRP, Director of HR/H&S/Recreation and submit to hr@ramara.ca. Artificial intelligence is not used to screen, assess or select applicants, and this posting is for an existing vacancy. Please be advised, this posting will remain open **until December 7, 2025**, at 4:30 p.m.

Salary

\$36.5 - \$42.72/ hour

We collect information for job applications under Section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act. This information helps us decide if you are eligible for employment. The Township of Ramara is committed to creating an inclusive and barrier-free environment, and we will provide support at every step of the hiring process. If you need any assistance to participate fully in the recruitment process, please let Human Resources know. Thank you to all applicants. Only those selected for an interview will be contacted.