

## Field Operations Management Coordinator

<b>Position Status:</b>	Permanent
<b>Posting Status:</b>	Open
<b>Location:</b>	26 Prince Andrew Place, Toronto, Ontario M3C 2H4 (Don Mills and Eglinton)
<b>Salary Band:</b>	\$67,149 - \$93,880 per year
<b>Hours of Work:</b>	36.25 per week
<b>Posting Date:</b>	May 10, 2024
<b>Closing Date:</b>	May 27, 2024

### 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 Field Operations & Training division of Elections Ontario is seeking an experienced, highly organized, and motivated individual who wants to work for an organization that offers career growth opportunities and a competitive rewards program.

You will coordinate and lead the development, implementation and delivery of innovative field support strategies and recruitment strategies.

The Field Operations Management Coordinator will also coordinate the administrative and issues management programs and projects that support the planning, preparation and delivery of initiatives surrounding the execution of electoral and referenda events in Ontario.

### What to expect in this role

Reporting to the Manager, Field Operations Management, you will:

- Coordinate the planning, development, administration and delivery of field workforce strategies and solutions as well as the development of business cases, report analysis, data visualization and briefing notes.
- Provide superior process and technical support to field stakeholders, in both event and non-event periods, respond to operational inquiries from the

Returning Officers, their staff and Field Support Networks regarding electoral information pertaining to any aspect of an electoral event.

- Contribute, coordinate, and lead the planning, development, administration, and delivery of projects focused on field electoral event support.
- Develop and coordinate project plans and priorities from conception to completion, ensuring budget and timelines are met, identify project risks, recommend mitigation strategies, and develop contingency plans.
- Monitor project team activity against plans, identify and resolve routine issues, escalate complex or significant matters as required.
- Provide day-to-day guidance to support staff, provide guidance and leadership to assigned project teams and coordinate staff participation in projects.
- Maintain knowledge of all protocols, operational policies and procedures and business processes for the conduct of field Support Network operations.
- Review and track required actions from assigned project teams.
- Assist in the establishment of performance standards and benchmarks to monitor and improve service quality for electoral events.

### **What you need to qualify**

- Excellent interpersonal, communication, presentation, negotiation and problem-solving skills and the ability to influence and impact change.
- Proven leadership experience in a fast-paced environment with demonstrated ability to motivate and engage with a diverse group of professionals.
- Ability to be flexible to changing (and often competing) demands while maintaining a high level of professionalism and ensuring accuracy of complex project data.
- Demonstrated experience and knowledge in leading and/or supporting Project Managers in the delivery of projects, applying project management methodologies, techniques and tools to develop and implement project plans and budgets.
- Data analysis experience and proficiency using web-based tools such as Microsoft Office and PowerBI.
- Demonstrated technical writing skills and experience.
- Demonstrated organizational, multitasking and planning skills.
- Proficiency with the MS Office Suite, specifically MS Project and Access; and
- Familiarity with the Election Act, Election Finances Act and other legislation, regulations and policies affecting the operations of Elections Ontario would be considered an asset.
- Must be legally entitled to work in Canada.



Elections Ontario offers alternative work arrangements (Telework or Compressed Work Week). This position requires in-office presence 3 to 5 days per week, based on operational requirements.

## 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-2024-69 in the subject line, to [Field Operations Management Coordinator](#) no later than **May 27, 2024**.

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](mailto:hr@elections.on.ca).