



THE CORPORATION OF THE TOWN OF NEW TECUMSETH

**Elections Assistant**

Temporary Full-Time (until approximately November 30, 2018)  
35 Hours per week  
Job # 2018-04

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The Town of New Tecumseth is seeking an organized, team-oriented person with a positive attitude and excellent people skills to join our team. Reporting to the Clerk/Director of Administration, this position assists with the organization and coordination of activities surrounding the Municipal Election to ensure compliance with applicable legislation, rules and regulations.

**Qualifications:**

- Completion of a community College program preference will be given to Business Administration graduates.
- Requires experience in a Municipal Clerk's Office, Planning or Legal department.
- Must have thorough knowledge and understanding of Municipal Elections Act and other applicable legislation.
- Experience working an election preferred.
- Experience coordinating and supervising the work of others an asset.

**Responsibilities:**

- Research, develop & implement strategies and policies & procedures related to election.
- Act as Revising Officer for updating & maintaining voter's list and liaise with MPAC to address voter issues.
- Prepares & updates election materials.
- Works with Clerk & Communications Coordinator to prepare media releases.
- Assist in coordinating the people, materials & equipment necessary to implement the election.
- Arrange for suitable voting locations.
- Assist with recruitment, coordination and training of election workers.
- Coordinates voting statistics.
- Works with consultants providing election software & technology.
- Completes post-election reporting and tasks.

**Pay Range:** \$25.79 to \$28.80 per hour based on experience and education

**Start Date:** ASAP

**Please submit your cover letter and resume in Word or PDF format to [careers@newtecumseth.ca](mailto:careers@newtecumseth.ca) no later than 4:30 pm on January 25, 2018  
Please quote competition #2018-05 in the subject line of your email.**

We thank you for your interest, however; only those selected for an interview will be contacted.

The Town of New Tecumseth is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an interview, please advise Human Resources if you require accommodation.

[www.newtecumseth.ca](http://www.newtecumseth.ca)