

Job Posting #: 12
Job Title: Elections Assistant
Department: Legislative Services
Reports To: Manager, Legislative Services
Directly Supervises: None
Status: Part-time Contract
Salary: Grade 5 - \$25.86 to \$31.43 (under review)
Application Due Date: March 20th, 2026

Position Summary

Under the direction of the Deputy Clerk/Manager of Legislative Services, this role supports the planning, preparation and delivery of the Municipal and School Board elections in accordance with the *Municipal Elections Act, 1996* and other relevant legislation. The role involves a variety of customer service and administrative tasks. Responsibilities include receiving and responding to questions from the public and assisting in updating the voters' list.

Role Specific Duties and Responsibilities

1. Assist with planning and organizing for the effective delivery of the 2026 Municipal and School Board elections.
2. Support the preparation, updating and handling of the Preliminary List of Electors, Voters' List and voter notification to ensure all voters are informed of how to vote.
3. Provide front-line customer service to the public and candidates by supplying information and responding to questions, escalating concerns to the Deputy Clerk or Clerk as necessary.
4. Responding to inquiries - in person, by telephone, mail, and e-mail to the public and staff regarding municipal election matters and ensure responses are provided in a timely manner.
5. Create forms, training manuals and other election related materials.
6. Provide support for voters in their use of internet and telephone voting systems during the voting period.
7. Assist with election communications, including preparing print promotional materials and content for the Municipality's election website and social media.
8. Schedule and implement information sessions on the voting method.
9. Coordinate help centers including ordering supplies, advertising locations and assisting in operations.

10. Liaise with third party service providers, staff and candidates to ensure the timely and accurate sharing of information.

General Duties and Accountabilities (All Municipal Roles)

1. Provide a high standard of customer service while responding to inquiries and resolving complaints from the public.
2. Provide and maintains a high degree of confidentiality and security of information at all times.
3. Clearly, concisely and actively communicate in a timely manner.
4. Work in compliance with the Occupational Health and Safety Act, and other applicable legislation, department policies/procedures/practices, operational guidelines, and perform safe work practices.
5. Perform other duties as may be assigned in accordance with department and corporate objectives.

Required Certifications and/or Health and Safety Requirements

- N/A

Education, Skills and Experience

- Post-Secondary diploma or degree in administration, business, political science or related discipline preferred.
- Related experience with administering elections, municipal elections preferred.
- Intermediate knowledge of Microsoft Office applications and general computer applications required.
- Strong customer services skills are required to respond to inquiries and resolve complaints from the public and staff.
- Ability to maintain confidentiality and be tactful in all dealings.
- Ability to multi-task, to work with interruptions, and to display common sense and patience.

Physical Demands and Working Conditions

- Physical demand requires considerable sitting and computer usage. Working conditions are in a standard office environment with exposure to written and verbal criticism from the public and phone/counter interruptions.
- Must be able to lift boxes of election supplies weighing up to 30 lbs.

- Flexible hours of work totaling 20 hours per week, Monday to Friday, with hours set in consultation with supervisor; with some evening work potentially required during the voting period.

Contacts and Interactions

- Communicate regularly with municipal staff and the public.

Applicant Information

Interested qualified applicants are invited to forward their cover letter and resume directly to the Municipality quoting Job # 12 by March 20th, 2026, at:

jobs@meaford.ca

Attention: Human Resources

The Municipality of Meaford is committed to providing a barrier-free workplace. If accommodation is required during the selection or interview process, it will be available upon request.

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Personal Information is collected under the authority of the Municipal Act for the purpose of candidate selection, and all information will be stored and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. For further information about this data collection, please contact jobs@meaford.ca.