

Election Office Coordinator

Office of the Chief Electoral Officer - Elections PEI

(Full Time Excluded Position)

Elections Prince Edward Island is an independent, non-partisan office of the Legislative Assembly and has overall responsibility for the conduct and administration of provincial elections, plebiscites and referenda on Prince Edward Island, along with the Public School Board and French Language School trustee elections. Elections PEI is also contracted to administer municipal elections in four communities. The Election Office Coordinator will assist in the planning and execution of any electoral events in consultation with the Chief Electoral Officer.

| QUALIFICATIONS | DUTIES TO INCLUDE, BUT NOT RESTRICTED TO: |
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| <ul style="list-style-type: none"> • non-partisan; • a completed degree from a recognized university or experience in a related field; • knowledge of election legislation (<i>Election Act and the Election Expense Act</i>); • excellent competency working in various computer programs (Microsoft Office, Adobe); • proven experience and ability to work in a team environment; • superior organizational and planning skills; • excellent communication and interpersonal skills; • demonstrated ability to work under pressure and with tight time lines; • excellent aptitude for detail and accuracy; • working knowledge of various IT infrastructures (computers, printers, scanners); • self-motivated with minimal supervision; • knowledge of administrative functions including a records management system; • Bilingualism is not essential but considered an asset; • Election experience would be considered an asset. | <ul style="list-style-type: none"> • assist Elections PEI staff with planning and organizing all electoral events; • manage the Mail In Ballot process during electoral events • manage front end of the Elections PEI office; • assist with any administrative duties for the CEO; • conduct research on electoral processes; • revise, update and assist in preparation of election related materials; • review documentation for accuracy and compliance of legislation; • work collaboratively and provide guidance to election officials; • other duties as required. |

Note: Please ensure the application clearly demonstrates how you meet the qualifications. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.

Compensation:

Salary range \$24.10 - \$28.68

Health Benefits, Pension

Competition Closes:

Friday, March 5, 2021 at 4:00 p.m.

Forward Resumes to:

Chief Electoral Officer of PEI
 176 Great George Street, Suite 160
 Charlottetown, PE C1A4K9
 Fax: 902-368-6500
info@electionspei.ca

