



Currently accepting applications for the position of

ELECTION ASSISTANT

Full-time Temporary (May to November)

The Township of Guelph/Eramosa is seeking an experienced, detail-oriented, and collaborative individual to join the Legislative Services Department as an Election Assistant. This role supports the Clerk/Director of Legislative Services and Deputy Clerk in planning, organizing, and delivering all aspects of the Municipal and School Board Election in accordance with the *Municipal Elections Act, 1996*, as amended. This position plays a key role in voter services, election coordination, communications, and administrative functions to ensure a transparent, accessible, and efficient election for all residents.

Qualifications for this position include:

- Completion of a college diploma or university degree in Public Administration, Political Science, Business Administration, or a related field.
- Minimum of one (1) year of administrative or municipal experience, preferably in elections or legislative services.
- Experience with election management systems (EMS), voters' list management tools (e.g., VoterView), and/or municipal governance software considered an asset.
- Previous experience working in a municipal election or with public sector is preferred.

The successful candidate will possess:

- ✓ Strong knowledge of municipal government operations and election procedures.
- ✓ Excellent organizational, communication, and interpersonal skills with the ability to interact professionally with the public, candidates, and staff.
- ✓ Proficiency with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and digital collaboration tools (e.g., Teams, SharePoint).
- ✓ Ability to analyze information, solve problems, and manage multiple priorities in a fast-paced environment.
- ✓ Strong attention to detail, accuracy, and confidentiality.
- ✓ Ability to work independently and as part of a collaborative team.
- ✓ Valid Ontario Class "G" Driver's Licence and access to a reliable vehicle.
- ✓ Clear Criminal Record Check (including Vulnerable Sector Check) required upon hire.
- ✓ First Aid/CPR certification an asset.

The salary range for this position is \$30.59 to \$35.98 per hour

How to Apply: Send your cover letter and resume (in pdf format) by email to the Human Resources Department - humanresources@get.on.ca A complete job description can be found on our web site at www.get.on.ca

Applicants are invited to submit the required information, no later than
12:00p.m., Friday February 27, 2026

We thank all applicants and only candidates selected for an interview will be contacted.

The Township of Guelph/Eramosa is an equal opportunity employer, committed to diversity and inclusivity in employment and committed to a barrier-free workplace. Accommodation is available for all parts of the recruitment process. Applicants need to make their needs known in advance.

Personal information collected through the recruitment process will be used solely to determine eligibility for employment and handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.