

Strategic Communications Coordinator

Position Status:	Permanent
Posting Status:	Open
Location:	26 Prince Andrew Place, North York, ON M3C 2H4 (Don Mills and Eglinton)
Starting Salary:	\$67,149 to \$93,880 per year
Hours of Work:	36.25 per week
Posting Date:	May 14, 2024
Closing Date:	May 24, 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 Communications division is seeking an experienced communications professional with exceptional writing and interpersonal skills to collaborate with multiple stakeholders to develop reports and other publications for the public.

What to expect in this role

Reporting to the Manager, Strategic Communications, you will:

- Develop, draft and edit reports, publications and key messages that align with operational processes and legislative requirements.
- Work with multiple stakeholders to gather the necessary information to draft and edit reports and other materials, ensuring consistency in tone and style.
- Manage the revision process for reports and publications, including seeking approvals at various levels.
- Collaborate with the Communications division to ensure messaging is clear and consistent across all public-facing channels.
- Lead and report on the development and implementation of projects.
- Represent the team on committees and working groups.

What you need to qualify

- Minimum of 5 years' experience writing and editing reports and publications for the public.
- Experience creating content for public-facing channels to deliver clear and consistent messaging.
- Superior writing, editing and research skills to synthesize complex/technical content into plain language.
- Demonstrated ability to work with multiple stakeholders to gather the information necessary to develop and edit reports and other materials, ensuring that content is cohesive and consistent in tone and style.
- Detail-oriented with excellent analytical, problem-solving, and organizational skills to complete complex projects and initiatives.
- 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-2024-70 in the subject line to [Strategic Communications Coordinator](#) no later than **May 24, 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.