

The principal mandate of the Office of the Chief Electoral Officer is to administer provincial electoral events, ensuring they are fair and free of political influence as set out in The Elections Act and The Election Financing Act. Within this mandate, the Chief Electoral Officer promotes voting opportunities to all eligible voters, educates the public about the electoral process, and provides assistance to political entities in complying with election legislation. The environment within which this mandate must be carried out is complex, dynamic, demanding and time-sensitive.

POSITION DESCRIPTION:

Under the general supervision of the returning officer (RO), the community liaison officer (CLO) acts as a link between the returning office and their designated community to facilitate voting in Indigenous communities. The CLO assists the RO in identifying staff, supporting electoral processes and delivering supplies to the community. The CLO must be a resident of the designated community. The CLO must remain impartial in all dealings during an electoral event and not engage in any partisan activity.

KEY RESPONSIBILITIES BY PHASE OF ELECTION:

Under the guidance of the returning officer, the CLO will work with community leaders to encourage voter registration and participation.

Targeted Registration/Revision:

- Identify potential registration agents in the community
- Assist in training registration agents
- Oversee targeted registration/revision in the community and ensure registration/revision is completed according to schedule
- Monitor registration agents schedules and provide ongoing support and encouragement
- Provide reports on the status of registration/revision to the returning officer as requested
- Ensure registration records are sent to the returning office as directed by the returning officer
- Work in cooperation with the assistant returning officer to correct any quality control issues that arise during data entry

Advance Voting:

- Identify potential voting officials in the community
- Act as senior advance voting officer in the community, where applicable
- Provide reports on advance voting to the returning office as directed
- Secure the advance voting materials and ballot boxes until the completion of the count as instructed by the returning officer (if necessary)

Election Day:

- Identify potential voting officials in the community
- Act as senior voting officer on election day
- Ensure ballot boxes and election materials are returned to the returning office

COMMUNITY LIAISON OFFICER JOB DESCRIPTION



QUALIFICATIONS:

- Experience working effectively with others under tight deadlines
- Knowledge of the community
- Strong attention to detail
- Ability to problem solve and recommend solutions
- Planning and organizational skills. During the election period, Elections Manitoba runs at a fast pace in a busy and deadline driven environment
- Strong communication skills with the ability to communicate clearly and accurately to community members and election officers.
- Flexibility, as the community liaison's role commences with the issue of the writ of election, which may take place anytime between now and September 2020. This role requires flexibility in both the start date of work as well as the hours of work throughout the election period.
- Experience with the electoral process is considered an asset.
- Proficiency using computers and technology may be required.

HOURS & REMUNERATION:

Hours of work will be established by the returning officer. The CLO is required to attend training. Training times, dates and locations will be provided by the returning officer. The CLO must be available to work a 14 hour day (7:30am – 8:30pm) on advance voting days and on election day.

The community liaison officer receives \$16.35 per hour.