

VOTING LOGISTICS COORDINATOR

P2 Professional Officer 2

Casual Term from December 2021 to November 2023

Winnipeg MB

Salary: P2, Step 5, \$32.09/hour

Closing Date: November 22, 2021

Elections Manitoba is an independent office of the Legislative Assembly. It is the mission of the office to ensure the democratic rights of all Manitobans through the conduct of free and fair provincial elections, by ensuring compliance with political financing laws and by enhancing public confidence in and awareness of the electoral process.

Elections Manitoba is looking for a casual term **Voting Logistics Coordinator** to support election preparation and implementation over the next two years.

CONDITIONS OF EMPLOYMENT:

- The incumbent must be, and remain, politically non-partisan in both perception and fact
- Must be legally entitled to work in Canada
- Satisfactory Criminal Records Check

QUALIFICATIONS

Essential skills/expertise:

- Demonstrate experience planning, implementing and managing projects.
- Demonstrate good oral and written communications
- Demonstrate good organizational skills and the ability manage multiple demands
- Excellent problem-solving skills
- Ability to handle and resolve complaints
- Ability to provide direction, coaching and training
- Ability to work independently and within a team
- Ability to work and adapt to changing circumstances in a fast paced environment under changing conditions
- Ability to develop reports, analysis and make recommendations
- Proficient in Microsoft Office applications (Excel, Word, PowerPoint) and willing to learn other computer based programs

Desired skills/expertise:

- Knowledge of French
- Experience working in an election
- Knowledge of rural and/or northern Manitoba

DUTIES

Reporting to the Director of Operations, the Voting Logistics Coordinator (VLC) will assist with planning for and implementing voting options across the province. This will include supporting hiring and training, confirming voting places and equipment, planning for and responding to issues as they arise, including trouble-shooting during advance voting and election day.

The VLC is expected to work with minimal supervision and take initiative to complete the work necessary for successful advance voting and other voting opportunities in a fast-paced deadline-driven environment. This includes regular reporting on progress and making recommendations to address issues as they arise.

INSTRUCTIONS FOR APPLICANTS:

WHEN APPLYING TO THIS POSITION, PLEASE INDICATE THE POSITION TITLE IN THE SUBJECT LINE AND/OR BODY OF YOUR EMAIL.

Employment Equity is a factor in selection. Applicants are requested to indicate in their cover letter or resumé if they are from any of the following groups: women, Indigenous people, visible minorities or persons with disabilities.

Your cover letter, resumé and/or application must clearly indicate how you meet the qualifications.

SEND YOUR APPLICATION TO:

Recruitment Coordinator
Elections Manitoba
120-200 Vaughan Street, Winnipeg, MB R3C 1T5
Email: recruitment@elections.mb.ca

For more information, please email jzwiep@elections.mb.ca, or phone 204-945-5336.

We thank all who apply and advise that only those selected for further consideration will be contacted.