

POSITION DESCRIPTION

Advance/Election Day Staff Information Officer

Elections Manitoba is an independent office of the Legislative Assembly responsible for delivering free and fair provincial elections. All employees with Elections Manitoba (EM) must be non-partisan in perception and fact, and sign a confidentiality agreement.

Duties

The IO is responsible for:

- Greeting voters and assisting them as required
- Managing the entry of scrutineers, candidates and media
- Assisting in cases of an incident or emergency
- Maintaining peace and order at the poll
- Patrolling the voting area, hallway, entrances, and bathrooms regularly to ensure people are not wandering around the building
- Checking regularly for any campaign material at the polling place
- Closing the doors at 8:00 P.M. sharp. NO exceptions. Monitoring the locked door until all voters have left the polling place.
- Assist with the counting of ballots (where applicable)
- Assisting with tearing down and packing up the polling place

Qualifications

- Must be legally entitled to work in Canada
- Competent and reliable
- Strong interpersonal skills
- Must be available to work from 7:30 am to 9:00 pm on election day
- Must be at least 16 years old

As an employee, the information officer

- Is not allowed to engage in any partisan political activity from the time the oath of office is taken for the position at Elections Manitoba until after election day (such activity will result in immediate cancellation of appointment)
- Communicates no bias or opinions on the election while at the polling place
- Answers only those questions relating to the process of the election (e.g., voting hours)

Fees

- Minimum wage plus \$2.00 per hour
 - Paid training
- A T4 slip is issued for money earned.