

RO SUPPORT OFFICER

Clerk 3 (CL3)

Location: Throughout Manitoba

Salary: CL3, \$24.99 - \$29.38/hour

Time Commitment: This is a term position with some part-time work and paid training before the election, starting September 2026. The election is currently set for October 5, 2027, but may be called sooner. At minimum applicants should be prepared to commit to full-time work August, September, October 2027.

ABOUT ELECTIONS MANITOBA

Elections Manitoba (EM) is an independent office committed to maintaining the integrity and fairness of provincial elections, by-elections, and referendums in Manitoba. Operating free from political influence, it ensures that all eligible citizens have the opportunity to vote. The office actively promotes public awareness of the voting process and helps political participants comply with election rules. The mission of Elections Manitoba is to protect the democratic rights of all Manitobans by conducting free and fair elections, thereby enhancing public confidence and awareness of the electoral process.

Conditions of Employment:

- Must be legally entitled to work in Canada.
- The incumbent must be, and remain, politically non-partisan in both perception and fact.
- Must provide and maintain a satisfactory criminal record check.
- Must be willing and able to work evenings, weekends and overtime as required to meet operational needs.
- Support officers assigned to field positions will require use of a vehicle for work purposes.

QUALIFICATIONS

Essential:

- Excellent verbal and written communication skills with the ability to ensure clear and concise communication and reports.
- Effective time management and organizational skills with the ability to manage multiple work demands under tight deadlines with competing interests and changing priorities.
- Strong customer service and interpersonal skills with the ability to work with others in a professional and respectful manner to build positive relationships.
- High level of attention to detail with the ability to ensure consistency in the application of policies, procedures, and relevant government legislation.
- Ability to work and contribute in a team environment, as well as independently.
- Excellent skills utilizing Microsoft Office software application programs (Teams, SharePoint, Word, Excel, Outlook and PowerPoint).

Desired:

- Knowledge of Manitoba's rural and northern communities, including an awareness of specific needs relating to de-centralized service delivery.
- Ability to read, write and verbally communicate in French.
- Experience as a returning officer or assistant returning officer or in a leadership position with another election management body.

DUTIES:

The RO Support Officer will work as part of a team responsible for providing returning officers (RO) and assistant returning officers (ARO) with support during conduct of the election including election preparation activities, the election period and post-election. Working closely with the Director of Elections Operations and the Operations team, the RO Support Officer will ensure the RO/AROs are fully always supported by providing advice, guidance and coaching to ensure tasks are completed on time as per EM's policies and applicable legislation.

RO Support Officers assigned to headquarters will work on-site at 200 Vaughan St, Winnipeg. Officers designated as field support will be assigned to a specific electoral division(s), typically located near their home.

INSTRUCTIONS FOR APPLICANTS:

Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process. Your cover letter and résumé must clearly indicate how you meet the qualifications.

Employment Equity is a factor in selection for this competition. Consideration will be given to Indigenous people, visible minorities and persons with disabilities.

An eligibility list may be created for similar positions and will remain in effect for 18 months.

SEND YOUR APPLICATION TO:

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

For more information, please email recruitment@elections.mb.ca , or phone 204-945-7940, toll-free 1-866-628-6837.

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