

Elections Planning Coordinator

Position Status:	Permanent
Posting Status:	Open
Location:	26 Prince Andrew Place, North York, Ontario M3C 2H4
Starting Salary:	\$71,563 to \$100,052
Hours of Work:	36.25 per week
Posting Date:	April 17, 2025
Closing Date:	April 25, 2025

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 Strategic Planning and Portfolio Management division of Elections Ontario is seeking an Elections Planning Coordinator with the ability to work with cross-functional teams and vendors to successfully plan, monitor and report on electoral events for Elections Ontario. These events include general elections, by-elections, and referenda.

What to expect in this role

Reporting to the Manager, Elections Planning, you will:

- Support on compilation, assessment and reporting of Lessons Learned for GE 2025 across all business units.
- Support the management of an organization-wide integrated project plan, budget, and schedule to ensure targets are achieved as committed and that project work is completed on time and on budget.
- Liaise with sponsors, program and project managers to determine project and program interdependencies, risks, and issues to determine best mitigation strategies.
- Support monitoring project/event performance, analyzing outcomes, and providing the team with inputs, metrics, status updates and any other information that may feed into reporting requirements.

- Support the team to prepare reports or dashboards on performance indicators and significant project/event implications to enhance management decision-making on a varying cadence as required by the senior/executive management.
- Support the compilation of key information from project plan, weekly meetings and interactions with EO's functional units to review at biweekly committee alignment meetings.
- Analyze event performance data to identify trends and unexpected variances, to assess potential impact on event delivery and completion.
- Prepare regular and ad hoc reports in the form of summary notes, briefing notes, financial analysis reports, Gantt charts, milestone charts and PowerPoint presentations to support the manager and the senior leadership team.
- Assist with post-event evaluations and document findings (lessons learned) to continually improve organization wide project/event planning and implementation.
- Assist with the creation of the risk management plan including monitoring and reporting the plan, contingency plans, and mitigation strategies.

What you need to qualify

- Experience in a project coordinator role with demonstrated knowledge and experience in applying project management principles, practices, and techniques.
- Experience working with, analysing and drawing reports from diverse data sets.
- Ability to adapt to and deliver through evolving and sometime ambiguous scenarios.
- Demonstrated experience in a fast-paced environment, collaborating and engaging with a diverse group of professionals.
- Strong technical background with an attention to detail.
- Results oriented, ensuring projects are of high quality, on time and achieve successful outcomes in a complex organization.
- Well-developed relationship management skills including, networking, negotiation, and consulting with the ability to influence and impact change.
- Excellent communication and problem-solving skills.
- Demonstrated understanding of complex and concurrent projects, including experience working with the principles, theories, and methods of project management such as the management of integration, scope, time, finance, human resource, procurement, quality, and risk.
- Experience supporting diverse projects such as large-scale field service deployment.



- Knowledge and capability working with data visualization tools like PowerBI, or similar in addition to Windows-based software applications including excel, word-processing, project management software, SharePoint and Visio.
- Must be legally entitled to work in Canada.

The successful candidate(s) will be required to work in-office; however, alternative work arrangements (Telework and Compressed Work Week) are available 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-2025-28**, using the link [Elections Planning Coordinator](#) no later than **April 25, 2025**.

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.