

Business Processes and Training Coordinator

Position Status:	Permanent
Posting Status:	Open
Location:	26 Prince Andrew Place, Toronto, ON M3C 2H4 (Don Mills and Eglinton)
Salary Range:	\$67,149 - \$93,880 per year
Hours of Work:	36.25 per week
Posting Date:	April 16, 2024
Closing Date:	May 2, 2024

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 Field Operations & Training division is seeking a highly motivated and organized individual to assist in managing the design, development, implementation, delivery and maintenance of electoral event related training and e-learning programs and initiatives. In this position, you will provide expertise, leadership and project management skills to support the learning deliverables for Elections Ontario (EO) staff and a large extended electoral event workforce.

What to expect in this role

Reporting to the Manager, Business Processes and Training, you will:

- Participate in the development of comprehensive training programs/initiatives.
- Lead projects of varying size and complexity, including developing and coordinating large-scale training project plans from conception to completion, and monitor/lead project team activity.
- Coordinate the development and production of field training materials.
- Assist in the development of training delivery models and solutions.
- Conduct research and analysis of training issues and prepare reports.
- Assist in the establishment and implementation of performance standards, benchmarks, reporting and measurement processes.
- Produce and deliver training sessions – both technical and non-technical; and



- Edit materials produced by the training staff, participate on committees, task forces and working groups.

What you need to qualify

- Sound knowledge of and demonstrated experience applying adult education theory, principles and practices.
- Well-developed writing, editing and research skills.
- Excellent oral, presentation and facilitation skills.
- Excellent analytical and problem-solving skills.
- Strong organizational skills.
- Knowledge of project management methodologies, techniques and tools.
- Proficiency in the use of documentation and training-related software (e.g. Flare, Captivate, Adobe In-Design);
- Proficiency in the use of a learning management system (e.g., Desire2Learn)
- Familiarity with the *Election Act*, and Elections Ontario operational and program objectives, strategies and initiatives
- Must be legally entitled to work in Canada.

Elections Ontario offers alternative work arrangements (Telework or Compressed Work Week). This position requires in-office presence 3 to 5 days per week, 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, **along with link or attachment to portfolio/work sample**, quoting **File # EO-2024-57** in the subject line, to hr@elections.on.ca no later than **May 2, 2024**.

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.