

Business Processes and Training Officer (7)

Position Status:	1 Permanent 1 Temporary Assignment to May 30, 2025 5 Temporary Assignments to August 31, 2026
Posting Status:	Open
Location:	26 Prince Andrew Place, Toronto, ON M3C 2H4 (Don Mills and Eglinton)
Salary Range:	\$59,787 - \$82,739 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 highly motivated individuals to develop, maintain, and deliver learning and training programs for electoral events.

What to expect in this role

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

- Write, edit, and publish documentation to a content management system.
- Develop and update e-learning and classroom-based training assets.
- Work with subject matter experts to gather training content requirements, conduct needs assessments and identify learner knowledge/skill gaps.
- Develop learning resources such as reference materials, manuals, and guides.
- Deliver training programs to internal and external stakeholders.

What you need to qualify

- Demonstrated knowledge of adult education principles and practices.
- Highly developed writing and editing skills, with strong attention to detail.



- Demonstrated experience developing and delivering training programs.
- Strong technical skills:
 - Knowledge of content management systems to create, edit and publish online documentation.
 - Intermediate to advanced knowledge of Microsoft Word, PowerPoint.
 - Experience with a Learning Management System (LMS) and/or Adobe Suite preferred.
- Well-developed oral communication abilities.
- Demonstrated ability to plan and organize work priorities.
- Analytical and problem-solving skills.
- Portfolio/work samples will be requested.
- 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-2024-56** 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. Previous applicants need not apply.

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.