



**SAULT
STE. MARIE**

Temporary Opportunity

(approximately 4 months)

Position: Election Coordinator
Job Posting: 060-072-2026
Department: Corporate Services
Division: Clerks
Status: Temporary Full Time

Wage Range: \$61,634 – \$73,391 (annually)
Job Class: 1
Shifts: 35 hours/week
Posted: June 23, 2026
Closes: June 30, 2026, 4:30pm

The Election Coordinator, under the direction of the City Clerk, is responsible for managing and coordinating activities related to the 2026 Municipal and School Board Elections. The Election Coordinator will uphold the integrity of the election process by carrying out tasks in accordance with the *Municipal Elections Act*, *Municipal Act*, and *Accessibility for Ontarians with Disabilities Act* and any other legislation relevant to municipal elections.

Primary Duties and Accountabilities include but are not limited to:

- Manage and coordinate activities for advanced voting days and voting day
- Select and hire election staff, including placement and payroll
- Prepare training materials and coordinate training sessions for election staff
- Coordinate arrangements for voting locations, including booking, site review, set-up, equipment, etc.
- Assist with the development and implementation of policies, procedures and plans related to the municipal election
- Prepare and revise election forms and printed material
- Assist with inventory and ordering of election supplies
- Coordinate preparation of tabulators, ballot boxes and supplies for voting days
- Act as the City's liaison for the public, staff, and election candidates
- Communicate general election information in consultation with Corporate Communications
- Assist the public in making revisions to the Voters List
- Conduct post-election activities including inventory, reporting, etc.
- Available for overtime, weekend and evening work, as required
- Perform other related duties as assigned

Qualifications:

- College Diploma in a related field, e.g. Public Administration, Business, Project Management
- Three (3) years of administration experience, preferably in a municipal / government setting
- Knowledge and understanding of relative legislation, e.g. *Municipal Elections Act*, *Municipal Act*, *Accessibility for Ontarians with Disabilities Act*, etc.
- Election administration experience is an asset
- Ability to communicate in an effective and tactful manner, representing the City of Sault Ste. Marie
- Excellent interpersonal and customer service skills
- Computer literacy in the Microsoft Office Suite including Excel, Word, and Outlook
- Work independently and as a team member in a fast paced environment
- Strong time management and organization skills to perform the duties of the position

To apply for this exciting opportunity, please provide a cover letter and resume highlighting your qualifications to:

Email human.resources@cityssm.on.ca
Subject line 060-072-2026 Election Coordinator

❖ The Corporation of the City of Sault Ste. Marie is an inclusive employer. Accommodation is available in accordance with the Ontario Human Rights Code and the Integrated Accessibility Standards Regulation, Part III, Employment Standards.

❖ In accordance with the Municipal Freedom of Information & Protection of Privacy Act, all information is collected under the authority of the Municipal Act, 2001, and will only be used during the selection process for the subject posting.