



THE CORPORATION OF NORFOLK COUNTY – JOB POSTING

Posting #: NU 47.25

Title: Election Coordinator (2 positions – Online Voting, Tabulator Voting)

Number of vacancies: 2

Job Code: 5CLECO

Status: Temporary Full time (date of hire until December 24, 2026)

Employee Group: Non-Union

Wage: \$50,934 - \$63,669 per annum

Division: Corporate Services

Department: Legislative Services

Reports To: County Clerk

Location: Simcoe, ON (combination of office and remote work as required)

Posting Period: October 23, 2025 – November 6, 2025

How to apply:

Follow the link below for the application process through Google Chrome or Microsoft Edge:

<https://apply.workable.com/j/B26D7CA93A>

- Ensure the file extension for your resume document is .doc, .docx or .pdf
- If you are electing to include a cover letter, the cover letter and resume must be uploaded as 1 file.

Find out more information about Norfolk County here: [Employment at Norfolk County - NorfolkCounty.ca](https://www.norfolkcountycanada.ca/employment)



Scope of position:

The Election Coordinator, under the direction of the County Clerk, will lead and oversee the planning and implementation of the municipal election processes and related activities for the conducting of the Municipal election.

Position Description:

- Provides leadership, oversight and coordination of 2026 Municipal Elections
- Ensures integrity of the election process by carrying out tasks in accordance with the Municipal Elections Act, Accessibility for Ontarians with Disabilities Act, and any other legislation relevant to the position or Norfolk County Policy
- Prepares, updates and revises election materials including Voters' Lists, information pamphlets, election handbooks, voter cards, training materials, forms, etc.
- Assist with election-related inquiries from the public
- Assists with the implementation of Municipal Election communication strategies, in consultation with the Communications Department, which includes preparation of information packages for candidates and notices for publications required by the Municipal Elections Act, and the dissemination of information to the public and candidates regarding the election process
- Assists with monitoring and updating the Election Website
- Schedules voting locations for advance, and Voting Day poll locations and any alternative methods approved by Council as needed based on voting type (online or tabulator)
- Updates voting statistics on Election Day
- Acts as a liaison for the public, staff and candidates of the Municipal Election
- Liaises with external contractors for the provision of election equipment and technology and maintains a wide range of external contacts that include staff at the Municipal Property Assessment Corporation to exchange information during the election process
- Orders, tracks inventory and organizes supplies required to implement the Municipal Election
- Prepare required notices, advertising, website updates, training manuals, mailings, cheque requisitions and other election material or documentation

- Recruits, organizes, directs election staff in coordination with the Deputy Clerk including conducting training session to all election staff
- Prepares election materials
- Assists the Clerk with researching, developing and implementing strategies, including policies and procedures, related to various aspects of the election
- Completes all post-election tasks for review of the Clerk, including accessibility reporting, document management, secure storage of ballots, equipment and supplies and makes recommendations to the Clerk for consideration for future elections. Ensures staff and facility rental payments have been made
- Maintains the integrity of the electoral process
- Liaise with candidates as required
- Undertake records management tasks specific to the election process
- Other duties as assigned

Knowledge and Experience:

- High School Grade 12 graduation plus an additional program of over one year and up to two years, or equivalent (Business Administration, Public Administration, Information Technology)
- Over one year, up to and including two years related work experience or equivalent to that combination.

Skills and Abilities:

- Comprehensive knowledge of Municipal Elections Act, related legislation and Clerk's roles and responsibilities during municipal elections
- Knowledge and experience related to election duties and the conduct of an online election / traditional tabulator election
- Practical knowledge of geographic area of Norfolk County
- Project management skills
- Previous experience working and overseeing election processes
- Ability to meet deadlines, prioritize and multi-task
- Attention to detail

- Ability to use a variety of electronic devices and ability to learn specialized computer software
- Communication skills (both verbal and written)
- Public relations skills
- Ability to work independently based upon direction given
- Experience using VoterView software is an asset
- Knowledge to utilize software to develop quality reports, professional looking presentations, publications and/or to develop spreadsheets for analysis or presentation of data
- Experience working with specialized election equipment and/or software is considered an asset.
- Valid Ontario driver's license and access to a reliable vehicle
- Computer expertise in corporate standard software (Microsoft Office) and department specific software to data search and entry and to create and modify word processed documents
- Must be aware of safe work practices as they relate to job responsibilities and work environment, and have the basic understanding of the Occupational Health and Safety Act
- Work outside of normal business hours based on operational requirements of the role when necessary

The Corporation of Norfolk County is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

Successful applicants are required to provide the Employer with a current Criminal Record Check, including a Vulnerable Sector where required and verification of education.

Thank you for your interest in this position. Only those to be interviewed will be contacted.