
Elections Assistant

DEPARTMENT:	Office of the CAO (Legislative Services)	STATUS:	Auxiliary
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	Varies*	SALARY:	\$33.24 to \$39.14 per hour (2024 rates) plus 12% in lieu of benefits and vacation

As a central hub in the Metro Vancouver area, the City of New Westminister delivers a broad spectrum of urban services to over 92,000 residents. New Westminister is rich in history with a viable and thriving economy and has a population representative of the diversity of the region. The City is staffed by talented and dedicated employees who work together to achieve its strategic vision. We have earned a proud reputation for civic leadership, service delivery, and outstanding employee relations.

The City of New Westminister is seeking a highly organized and self-motivated individual to assist in the planning and implementation of all operations related to the election in October 2026. As Elections Assistant, you will assist in all areas of election preparation.

Duties Include (but not limited to):

- Prepares, verifies, and maintains the voters list
- Prepares, coordinates, and distributes mail ballot packages
- Assists with recruiting, interviewing, and hiring of elections staff; provides onboarding and assigns roles
- Creates and coordinates appropriate training for election officials
- Coordinates and secures voting places and voting equipment for all required locations, including election supply distribution
- Prepares and maintains election forms, records, and various correspondence and documentation, including public information materials, and statutory notices in compliance with legislation and City bylaws and procedures
- Assists with the retention and destruction of election materials
- Assist with providing related information, assistance, and explain and interpret applicable rules, regulations and procedures to a variety of contacts, including responding to general enquiries from the public relating to voting matters
- Ensures the application of and adherence to statutory requirements
- Facilitates post-election activities including reporting requirements, return of election equipment, compilation of timesheets from all enumeration staff, and decommissioning of election office.
- Perform other related duties.

Requirements Include:

- Completion of Grade 12, including or supplemented by courses in a relevant discipline in local government, social sciences or business administration; or an equivalent combination of training and experience.

- Considerable knowledge of applicable sections of the *Local Government Act*, *Community Charter*, bylaw provisions and other rules, regulations and policies governing the work performed.
- Considerable knowledge of the methods, procedures and techniques used in enumerating voters, determining eligibility of same and in preparing voters list.
- Sound knowledge of City geography, population density transportation patterns and facilities.
- Working knowledge of modern office practices and procedures.
- Ability to plan, review and direct the work of clerical and enumeration staff.
- Ability to function effectively during pressure periods and deadline situations.
- Ability to prepare and maintain clerical records, reports and correspondence related to the work.
- Ability to explain and interpret procedures and regulations and establish and maintain effective working relationships with internal and external contacts.
- Ability to initiate, develop and implement work methods and procedures.
- Driver's Licence for the Province of British Columbia.
- Ability to work flexibly as operationally required, including weekdays, weekends, evenings, and statutory holidays as may be required.
- Ability to successfully pass and maintain a clear Police Information Check.

Apply online with your resume and cover letter in one document at www.newwestcity.ca/employment by **March 9, 2026.**

****Hours of work associated with this position will vary based the natural ebb and flow of the elections process. It is anticipated that the position will initially work up to 20 hours per week and this will adjust throughout the elections process as operationally needed.***

Join a team of enthusiastic and innovative employees, and help us build a vibrant, compassionate, resilient city where everyone can thrive.

We offer our employees great work-life balance, including competitive salaries, comprehensive health and wellness benefits and retirement plans (a percentage in lieu of benefits for auxiliary positions). We also offer a hybrid remote work schedule in accordance with our Remote Work Policy, opportunities for education and training, and engaging, rewarding work.

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

New Westminster is on the unceded and unsundered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land.

We are learning and building relationships with the people whose lands we are on.

We thank all applicants for their interest and advise that only those selected for an interview will be contacted.

This position is only open to those legally entitled to work in Canada.