



Election Coordinator (4-month contract)

Type: Temporary Contract (July to November)

Salary: \$35.48 per hour

Department: Corporate Services

Hours of Work: Flexible work hours up to 35 hours per week. Some nights and weekends are required.

Vacancy Notice: The Municipality of Trent Lakes is actively recruiting for an Election Coordinator.

Qualifications:

- Post secondary diploma in Business related field or equivalent.
- Minimum of one-year previous experience in Municipal Government or equivalent.
- Completion of AMCTO Municipal Administration Program and Municipal Law Program is an asset.
- Previous experience with a municipal election is an asset.
- Previous experience or knowledge of local, provincial and federal laws with focus on the Municipal Act (MA), Municipal Elections Act (MEA), and Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).
- Knowledge of Microsoft Office products, including Outlook, Word and Excel.
- Able to multitask and complete assignments with many interruptions.
- Strong organizational and communication skills.
- Able to work with tight timelines and meet deadlines.
- Ability to maintain confidentiality related to sensitive information.
- Criminal Record Check required.

The full job description is available at <https://www.trentlakes.ca/government/careers-and-volunteering/>

Let us know why you would be an excellent team member by submitting your application.

Applications marked "Election Coordinator" will be received in confidence no later than 4:00 p.m., Friday May 29th, 2026. Please submit your resume to the Human Resources Coordinator, Municipality of Trent Lakes, 760 Peterborough County Road 36, Trent Lakes, Ontario K0M 1A0. E-mail submissions are acceptable hr@trentlakes.ca.

We thank all candidates for their interest, however, only those candidates selected for an interview will be contacted. Candidates are encouraged to inform of any accommodating requests so that they can be dealt with throughout the recruitment process. Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used only to evaluate the suitability of applicants for employment.