



## **THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON**

### **ELECTION COORDINATOR TEMPORARY, FULL TIME (ONE NEW VACANCY, 35 HOURS PER WEEK) Six Month Contract (Beginning April/May 2026)**

Join the Township of Centre Wellington where you can make a meaningful impact in a thriving, innovative, and welcoming community. As the largest municipality in Wellington County, Centre Wellington combines the charm of rural living with the vibrancy of urban life, offering an exceptional quality of life for residents and visitors alike. Our organization values integrity, collaboration, and innovation. Here, you'll be part of a dynamic team delivering services, driving creative initiatives, and shaping a future where everyone feels connected and supported. Discover your opportunity to grow, lead, and belong at Centre Wellington.

Reporting to the Manager of Legislative Services & Municipal Clerk, the Election Coordinator will coordinate and support the delivery of the municipal election in accordance with the Municipal Elections Act.

#### **Main Duties and Responsibilities**

##### **Municipal Elections**

- Develop a work plan for managing all key aspects of the municipal election.
- Develop and support implementation of a communications plan.
- Manage the creation and updating of the Township's election website, ensuring it is accurate and up to date.
- Manage the Voters' List and all updates.
- Develop internal procedures to support the administration of the election
- Prepare key election materials for candidates, third party advertisers, and voters.
- Recruit, train, and oversee election workers, including the development of training materials.
- Coordinate and attend various election activities and events.
- Liaise with Candidates.
- Manage election supplies and inventory.
- Other duties as assigned.

##### **Administrative**

- Responds to written and verbal inquiries related to the Municipal Election, as required.
- Provides administrative and clerical support to the Manager of Legislative Services & Municipal Clerk as required.
- Provide support to other departmental and corporate functions.
- Perform other related duties as assigned.

#### **Minimum Qualifications and Requirements**

- Post secondary degree or diploma in Public Administration or related field.
- Demonstrated experience in a municipal environment and/or previous election experience would be an asset.
- Knowledge of legislation pertaining to local government, in particular, the Municipal Act and the Municipal Elections Act.
- Knowledge of municipal government administration, structure, and procedural by-laws/statutes.
- Ability to prioritize work and work under pressure to meet deadlines with the flexibility and availability to

work overtime, as may be required.

- Ability to maintain a high standard of professionalism and customer service and complete work with a high level of accuracy.
- Must have excellent communication (verbal and written), interpersonal, tact, diplomacy, and presentation skills.
- Must have proven time management and organizational skills including the ability to work independently.
- Knowledge of standard administrative policies, procedures and practices.
- Working knowledge of the Elections Ontario portal and Datafix's Voterview.
- Strong computer skills, specifically Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Availability to work Monday through Friday, with occasional evenings and weekends as required.
- A valid "G" driver's license and access to a vehicle is required.

**Work Location:** Township of Centre Wellington Municipal Office (1 MacDonald Square, Elora)

**Hourly Wage:** \$40.71 (2026 Rate)

**How to Apply:** Interested applicants are requested to submit a **single document** that includes their resume (required) and optional cover letter in MS Word or PDF format by email to [careers@centrewellington.ca](mailto:careers@centrewellington.ca) by **March 8, at 11:59 p.m.** Please quote job posting '2026-21' in the subject line.

The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications. We thank all those that apply; however, only those candidates selected for an interview will be contacted. **No phone calls please.**

*Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. The Township of Centre Wellington is committed to an inclusive, barrier-free recruitment process. If you require accommodation at any stage, please contact us at [hr@centrewellington.ca](mailto:hr@centrewellington.ca)*

*The lands we know today as the Township of Centre Wellington have been home to Indigenous peoples since time immemorial. We acknowledge that we are on the treaty lands and traditional territory of the Anishinaabe and the Haudenosaunee ([read more](#)).*