

Elections & Policy Coordinator

(Job # 2025-049-IE)

Department:	Corporate Services
Status:	Full Time, Temporary (Up to 20 months)
Date Posted:	April 8, 2025
Date Closing:	April 22, 2025, 4:00 p.m.
Number of Positions:	1
Scheduled Hours/Shifts:	35 hours per week
Salary:	\$40.64 - \$49.44 per hour
Flexible Working Arrangements:	Yes

WHY Stouffville:

Working for the Town of Stouffville means being a part of one of HRD Canada's Best Places to Work. Here, we foster a sense of belonging as a tightknit workforce. The Town is dedicated to supporting its employees, by providing competitive compensation, OMERS Pension, employer funded benefits, paid vacation, sick time, EAP and flexible work arrangements, to help you prioritize what matters most.

The Election & Policy Coordinator will play a key role in the 2026 Municipal Election and contribute to updating and modernizing practices and policies. This position offers a unique opportunity to be at the forefront of our efforts to enhance governance and service delivery. In this role, the successful candidate will focus on the 2026 Municipal Election, specifically moving to internet voting, which is an exciting and innovative initiative.

We are committed to being an equal opportunity employer, supportive of an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflects the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

Position Purpose:

Under the direction of the Commissioner, Corporate Services & Town Clerk, the Elections & Policy Coordinator will lead and coordinate complex initiatives to help ensure a successful municipal election. The successful candidate will manage the municipal election project plan and key initiatives of the election program in advance and during the 2026 municipal and school board election. The candidate will take the lead in updating various policies, collaborating with team members to conduct research and ensure compliance with internal standards and legislative requirements. This includes updates to the Council Code of Conduct, Election policies, etc.

Qualifications and Requirements:

- Post secondary Degree in Public Administration, Business Administration, or similar.
- Minimum three years' experience working in a Municipal Government office environment.
- Sound knowledge and demonstrated experience working with the application of the *Municipal Elections Act*, *Education Act*, *Municipal Act* and *Accessibility for Ontarians with Disabilities Act*, as well as other current applicable legislation.
- Excellent time management and organizational skills. Adept at effectively dealing with multiple competing priorities while consistently meeting deadlines.
- Demonstrated experience managing projects and leading change management initiatives
- Strong analytical skills with the ability to collect, interpret, and present complex data effectively.
- Advanced interpersonal skills, with ability to interact effectively with all municipal staff, elected officials, residents, businesses.

- Problem-solving skills, discretion and good judgement when handling confidential/sensitive information and communicating with individuals regarding controversial matters; sensitivity and ability to maintain security of files.
- Computer proficiency in Microsoft Office suite, including customized Town programs and basic knowledge of typical office equipment.
- Superior customer service orientation with a focus on ensuring effective services; maintaining a positive, professional attitude.
- Class G Driver's license in good standing and reliable vehicle for use on corporate business.

How to apply:

Please forward your resume in confidence by **April 22, 2025, at 4:00 p.m.**, identifying **Job # 2025-049-IE** in the subject line to hr@townofws.ca.

Please save your resume in PDF version and save the document in the following format: *Full name, Position Title*

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.