



## **Operations Assistant**

Term Position to December 2020

The Office of the Chief Electoral Officer is seeking an energetic team player to assist the Operations Team in planning, reviewing and preparing for the 2020 provincial election.

Are you recently retired, and are finding that you miss the connection and routine of a work day, but on a reduced basis? Perhaps the kids are off to school and you want the structure of working outside the home? The position will be a full-time position from April 2020 to December 2020. The position offers the ideal candidate some flexibility in hours between hiring and March 31, 2020.

The Operations Team has many projects on the go to ensure preparedness of documentation, supplies and processes, along with effective training for our field leadership team.

Responsibilities include:

- Assist in supporting the planning, implementation and coordination of election readiness projects;
- Provide support in the development of training and learning activities for core field staff;
- Assist in monitoring progress through established procedures to evaluate projects, ensuring that documentation is complete;
- Support all phases of electoral preparation, from development through implementation, which may include support at the warehouse;
- Lead the preparation of the logistical plans for conferences and training events.

Be part of a team that supports the values of the organization and the removal of barriers for voters. As the ideal candidate, you:

- Pay attention to the minute details that matter in ensuring projects are successful;
- Have the skills and ability to establish and maintain strong, effective working relationships with core field staff and stakeholders;
- Are a great communicator and an active listener;
- Are organized, a leader, and enjoy problem-solving.

Your background likely includes:

- Some post-secondary education in a related field, or a combination of education and related work experience;
- Election experience would be an asset;
- Proficiency working in Word and Excel;
- Knowledge of administrative procedures;
- Editing, proofreading and proven communication skills in a professional environment;
- Excellent organizational and interpersonal skills.

Please see the Elections Saskatchewan website at [www.elections.sk.ca/workers/available-positions](http://www.elections.sk.ca/workers/available-positions) to view the complete position profile and to apply.

The salary range for this position is \$22.612 to \$29.37per hour.

Closing date for receipt of applications is March 22, 2019.

Please submit applications to [humanresources@elections.sk.ca](mailto:humanresources@elections.sk.ca). Only those applicants selected for an interview will be contacted.

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