



## **Township of Amaranth Job Posting for Election Support Assistant (4-month contract position)**

The Township is seeking a detail oriented and customer-focused Election Support Assistant to join our team on a full time 4-month contract basis. Reporting to the CAO/Clerk or Deputy Clerk, this position is responsible for providing administrative, technical, and customer service support for the delivery of the upcoming Municipal Election and School Board Election.

### **Join Our Team and Support the Municipal Election Process**

This temporary contract role offers a unique opportunity to contribute to the democratic process while gaining hands-on experience in municipal election administration.

Join the Township during an exciting and important period as we prepare for the upcoming elections. Located in the scenic Headwaters region within commuting distance of major urban centres, Amaranth offers the best of both worlds; rural charm and urban accessibility.

This is a great opportunity to work with a dedicated team, build valuable public sector experience, and make a meaningful impact in a welcoming and community-focused Township.

Compensation between \$27.28 to \$32.09 per hour.

### **Your Opportunity**

- Support the development and documentation of election policies, procedures, and guidelines.
- Assist in the preparation, verification, and ongoing maintenance of the electors' list.
- Liaise with Elections Ontario and other agencies to obtain and validate elector information.
- Assist in preparing reports, forms, notices, and public-facing election materials.
- Work closely with the CAO/Clerk to ensure compliance with legislative requirements and municipal by-laws.
- Serve as a primary point of contact for election-related inquiries through the Election Help Centre.
- Assist with the administration of the online and telephone voting system.

### **What it Takes to do the Job**

- Secondary school diploma or equivalent.
- Previous experience in municipal elections or public administration is considered an asset.

- Ability to manage multiple priorities in a deadline-driven environment
- Experience with Microsoft Office and general office systems

### **How to Apply**

Anyone interested in the position is invited to forward, in writing, a copy of your resume to the attention of:

Nicole Martin  
Township of Amaranth  
374028 6<sup>th</sup> Line Amaranth, ON L9W 0M6  
Telephone - (519) 941-1007 Fax - (519) 941-1802  
nmartin@amaranth.ca

**Application Deadline:** June 30, 2026 at 4:00 p.m.

*The Township of Amaranth is an equal opportunity employer. We thank all applicants for their interest, however, only those applicants selected for an interview will be contacted. Accommodations are available upon request for candidates taking part in all aspects of the selection process. Personal information will be used to determine eligibility for potential employment and is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act.*