



Work as a poll worker

- Paid positions**
- Training provided**

Deputy Returning Officer

- Sets up the poll
- Verifies elector ID
- Issues ballots to electors and provides instructions
- Updates the list of electors and completes paperwork to record that an elector has voted
- Counts the ballots, completes the related forms and informs the Elections Canada office of the results
- Returns the ballot box and related materials to the returning officer or central poll supervisor, as instructed

Central Poll Supervisor

- Ensures that polls are set up on time
- Supervises and provides breaks for poll workers
- Distributes materials to poll workers
- Ensures proper application of the *Canada Elections Act* in the polling place
- Supervises the counting of the ballots
- Ensures that electors and candidates' representatives follow all guidelines
- Manages the collection and return of the ballot boxes and election material

Registration Officer

- Sets up the registration desk and prepares the polling place
- Explains the registration process and ID requirements
- Verifies ID and address information
- Completes forms for registration, assisted voting and vouching
- Helps count the ballots on election night

Information Officer

- Helps prepare the polling station
- Greets electors and directs them to the appropriate table
- Manages lineups
- Ensures that the poll closes on time and that electors have exercised their right to vote
- Helps count the ballots on election night

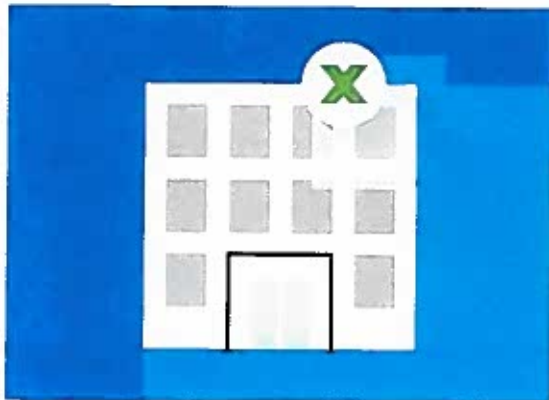
Contribute to Canada's democracy

Apply now at elections.ca/jobs



Work at Elections Canada's Local Offices

Many jobs are available for your skill set!



Paid positions

Training provided

Every riding in the country has an Elections Canada office that opens when a general election or by-election is called.

When working at a local Elections Canada office, you can work before, during and after election day.

Administrative skills

- Serving as receptionist at the local office
- Processing requests from electors at the local office
- Processing payroll and other financial duties
- Performing other office task

Communication skills

- Contacting and recruiting workers
- Delivering training sessions
- Reaching out to the local community

Computer skills

- Configuring and managing IT equipment
- Performing data entry

Organizational skills

- Managing activities within the local office
- Managing supplies from Elections Canada
- Preparing materials for voting days

Supervisory or program coordination skills

- Supervising voting activities in the local office
- Supervising the recruitment of workers
- Managing preparations for voting days

Contribute to Canada's democracy. Apply now at elections.ca/jobs


It's Our Vote

Visit elections.ca for a complete list of positions and their descriptions
 1-800-463-6868 / elections.ca / TTY 1-800-361-8935


Elections Canada

Ways to register to vote in a federal election

Register before you go to vote:



Online

Visit elections.ca and use the **Online Voter Registration Service** to register or update your address.



At your local Elections Canada office

Find your local office by using our **Voter Information Service** at elections.ca or call us at **1-800-463-6868**.

If you're registered, you should receive a voter information card in the mail after the election is called. It tells you where and when you can vote.

Register when you go to vote:



At any Elections Canada office across Canada

Go to any Elections Canada office by the Tuesday before election day, 6 p.m. Make sure to bring accepted ID.



At your assigned polling station

Go to your assigned polling station on election day or advance polling days. Make sure to bring accepted ID.



It's Our Vote

COMMUNITY RELATIONS OFFICER JOB POSTING

Current Rate of Pay - \$22.27/hour for 25 – 50 hours.

GENERAL

Community Relations Officers (CRO) are appointed by Elections Canada in electoral districts where electors in certain target groups are known to face barriers to registering and voting. The CRO must only provide information – not offer opinions and is not allowed to canvass for a political party or candidate.

QUALIFICATIONS

- Knowledge of the community's customs, culture, sensitivities and languages.
- Know the key contacts and organizations in the community.
- Have experience with building community relations and volunteering or working for organizations who provide services to the community.
- Be punctual, reliable, conscientious, respectful and outgoing.
- Have strong interpersonal relations, effective time management and proactive problem solving skills.
- Have knowledge of the election process and the roles and responsibilities of election officers.
- Access to the internet and MS Office Suite.
- Have a valid G License and own transportation.

DUTIES AND RESPONSIBILITIES

- Facilitate communication between the Additional Assistant Returning Officer.
- Create an action plan.
- Ensure that community members have the opportunity to fully participate in the election process.
- Hold information sessions to distribute and explain information about registration, ways to vote and getting to the polling place.
- Liaise with local leaders to implement the Target Revision Program – ensuring residents are registered at the correct address before polling day.
- Provide translation, interpretation and literacy services as required.
- Must take an oath before they begin work, remain non-partisan throughout their duties and agree to maintain secrecy of the vote.
- Assist in recruiting personnel for Election Day - Poll Workers, an Elder and Youth.

REPORTING RELATIONSHIP

- Reports to the Additional Assistant Returning Officer.