



Office/Elections Assistant

Temporary Full-Time (1-Year Contract)

The Opportunity

The Town of Grimsby is committed to building a future that welcomes innovative new ideas while protecting and preserving its distinct heritage. It is a place where leaders are committed to sustainability and honouring Grimsby's treasured natural setting. Grimsby has become a sought-after community where residents enjoy waterfront living, historic neighbourhoods, active living, and world class natural amenities. It is conveniently located in the Greater Toronto and Hamilton Area (GTHA) in a region that is home to Niagara wineries, agriculture, cuisine, and internationally recognized attractions.

The Portfolio

The Office/Elections Assistant will provide direct support for the project management and coordination of the 2026 municipal elections and other Clerks department special projects, as required. Working across the organization, this position ensures a coordinated and aligned approach to project development, implementation, issue identification and resolution, and continuous improvement related to elections and special projects.

The Candidate

As a candidate for this position, you possess a post-secondary degree in Public Administration, Project Management, or a related discipline, along with a minimum of three (3) years of recent and relevant experience in a comparable role. Your background includes expertise in project management, municipal elections, and customer service. You also demonstrate a strong understanding of the Municipal Elections Act, related legislation, and the responsibilities of Clerks during a municipal election.

Working for the Town of Grimsby

The Town of Grimsby offers candidates for this position a competitive employment package that includes an hourly rate of **\$32.73** **We are hiring one (1) temporary-full time Office/Elections Assistant for up to one (1) year.**

The Town of Grimsby is a progressive employer committed to supporting employees' work-life balance while also fulfilling business goals and providing a high-performance work environment. The Town also supports the health and wellness of our employees; a commitment that is demonstrated through free access to Town recreation facilities for employees and flexible working arrangements.

If you are excited by this opportunity, we are excited to hear from you! We invite you to submit your application to hr@grimsby.ca **October 13, 2025 at 4:30 PM**. Please quote the posting number in the subject line.

A full job description can be found below or visit www.grimsby.ca under “Career Opportunities”.

Posting #: 43-2025

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

Consistent with our values and corporate culture, the Town of Grimsby is an equal opportunity employer committed to providing an inclusive, barrier-free recruitment and selection experience, and work environment. The Town of Grimsby will accommodate the needs of applicants under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment process up to the point of undue hardship. If you require accommodations, please contact Human Resources (hr@grimsby.ca) to make appropriate arrangements.

The Town of Grimsby may use AI (Artificial Intelligence) in the recruitment process. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.

Be advised that the Town of Grimsby's Human Resources department frequently audits resumes of internal and external applicants to validate the accuracy and trustworthiness of information provided. Falsification of information provided at any time throughout the recruitment process may result in disqualification. Internal applicants may be subject to discipline up to and including termination.



JOB POSTING

Office/Elections Assistant

Legislative Services Department

1. Project Management (70%)

- Planning, administration, organization, and implementation of the 2026 municipal election process;
- Assist with multiple deliverables while integrating all aspects into a cohesive election project plan and schedule;
- Assist the with the preparation, updates and revisions to election materials including Voters' Lists, information pamphlets, voter notification letters, training materials, etc.
- Communicate business requirements to key partners (internal and external) for all components of the election, coordinating all resources required for the successful implementation of the election plan;
- Assist with the implementation of Municipal Election communication strategies, which includes preparation of information packages for candidates and notices for publications required by the municipal Elections Act, and the dissemination of information to the public
- Execute project work, plan and schedule, including performing the duties of an Election official and other Election-related events and locations, as required.
- Support work carried out by Clerks staff and any other temporary election staff to ensure daily work is performed effectively and efficiently and in accordance with applicable legislation and town policies and procedures
- Coordinate efforts between internal staff resources and external resources to ensure successful vendor integration;
- Coordinate consultation and project efforts in maintaining and implementing policies, procedures and training programs regarding elections and other projects;
- Assist with the selection of voting locations and conducting site audits to ensure locations meet accessibility requirements established by the Ontarians with Disabilities Act (AODA).
- Supports the management of advanced voting and voting day locations, as required
- Election project close out: transition the project into operations, shut down project operations, archive project documentation, create lessons learned to make updates to business requirements for future projects;
- Assist with Inaugural and Orientation Meeting preparations.

2. Administration (30%)

- Act as back up to the Town Hall reception desk during breaks, lunches and absences, answering questions from the public by phone, email and in person.
- Various administrative duties such as data entry, organizing and updating internal files and processes.
- Conducting research on policy matters and assisting with the organizing and drafting of Town policies, procedures and By-laws.
- Updating communication materials for the public, as required.
- Attendance reporting for department, as required
- Other related duties, as assigned.

The successful candidate will possess the following:**Education**

- Post-secondary diploma or degree in Public Administration, Project Management or related field.

License, Registration and Training

- Valid and unrestricted Class “G” driver’s licence with access to reliable transportation and be able to travel to various work locations across the Town.
- Project Management Professional (PMP) certification considered an asset

Experience

- Three (3) years of recent related experience in project management, municipal elections and customer service.
- Candidates with an equivalent combination of education and experience may be considered.

Knowledge/Skills/Abilities

- Knowledge of Municipal Elections Act, Municipal Freedom of Information and Protection of Privacy Act, and other related legislation and the Clerk’s roles and responsibilities during Municipal Elections.
- Familiarity with Voterview and vote tabulating equipment is an asset.
- Intermediate technology skills (website, social media, election equipment) is an asset.
- Customer service skills and ability to maintain discretion in a confidential environment with a high level of attention to detail.
- Political acuity and organizational skills to effectively manage interactions with various internal and external stakeholders.
- Working knowledge of project management methods, techniques and tools
- Ability to handle strict confidential and sensitive information with discretion and tact.
- Effective communication and interpersonal skills, written and oral, with the ability to build and maintain effective working relationships.
- Ability to work effectively in an environment with multiple priorities and pressures with minimum supervision.
- Intermediate skills in Microsoft Office software including MS Project, Word, Excel, PowerPoint, and Outlook.

A combination of education, training, and experience may be considered.