



We are hiring Election Workers for the upcoming 2026 Municipal Election!

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Join the election team and take on the important task of working the very full days on Advance Voting Day (Saturday, October 17, 2026) and Election Day (Monday, October 26, 2026).

Rate of pay: \$25.00/hr.

Employment Requirements

- Legally able to work in Canada
- Must successfully complete schedule training session for your assigned role
- Attention to detail and strong customer service skills required
- Fluency in English is required and other language an asset.
- Past Election experience is an asset (Municipal, Provincial or Federal)
- Election workers must not be related to any candidate running for office and must not be actively working for any election campaign.

Positions:

1. Poll Clerk

- Attend mandatory training and review all training material prior to Voting Day
- Assist with the set-up of the voting station
- Assist Deputy Returning Officer (DRO) with election tasks
- Assist the DRO count the ballots and complete the paper-based Ballot Statement after the closing of the polls.

2. Information Officer

- Attend mandatory training and review all training material prior to Voting Day
- Ensure the voting location is accessible to the electors.
- Complete tasks manually, using paper forms and lists at the voting location.
- Verify electors' identification including name and address.
- Assist electors with disabilities, if required.
- Manage a large flow of electors within a voting location.
- Perform manual revision and additions to the List of Electors using hard copy forms.

To Apply:

Prior to July 15th, please submit a cover letter with the following information:

- Your full name
- Contact information (home address, mailing address, email address, phone number)
- Confirmation that you meet the citizenship and language requirements as posted
- The position you are interested in
- Summary of relevant experience, including whether you have worked past elections and if yes, at what level and in what capacity
- Statement confirming you understand
 - the requirement for undertaking paid training, which may be in-person during the evenings and/or on-line leading up to Advance Poll
 - the requirement to work the entire duration of both the advance poll and election day (approximately 12 hours, could be more depending on results)
 - you cannot apply if you are related to any candidate running for office or actively working for any election campaign.

Hand delivered in a sealed envelope marked “Election 2026” delivered to: 1355 Peddlers Drive, Mattawa ON P0H 1VO

Or by email, with the subject line “Election 2026” to: cao@calvintownship.ca