

DEPARTMENT:	Legislative Services	STATUS:	Auxiliary
NO. OF POSITIONS:	2	UNION:	CUPE, Local 387
HOURS OF WORK:	Up to 35 hours/wk (see below)	HOURLY :	\$28.54 - \$33.54 (plus 12% in lieu of benefits)

The City of New Westminster is seeking two highly organized and self-motivated individuals to assist in the planning and implementation of all operations related to the 2022 Municipal Election. Reporting to the Chief Elections Officer, the incumbents will assist in all areas of election preparation. Duties will include, but not limited to, assisting in hiring and training of election staff, coordinating the mail ballot distribution process, coordinating form creation, staff training and training material creation, and election supply distribution. The incumbents will also assist in providing related information, assistance and explain and interpret applicable rules, regulations and procedures to a variety of contacts.

REQUIREMENTS:

- Completion of Grade 12 (or equivalent) supplemented by courses in business. A minimum of 3 years of related experience is required, however, an equivalent combination of training and experience acceptable to the employer may be considered.
- Asset Experience working to help run at least 2 municipal, provincial or federal elections.
- Considerable knowledge of applicable sections of the Local Government Act, by-law provisions and other rules, regulations and policies governing the work performed.
- Considerable knowledge of City geography, and facilities.
- Working knowledge of modern office management practices and ability to effectively use standard applications/software such as Microsoft Office Suite.
- Ability to prepare correspondence, reports, records, newspaper advertisements, publicity and instructional material.
- Ability to explain and interpret procedures and regulations and establish and maintain effective working relationships with internal and external contacts.
- Ability to maintain close liaison with a variety of external authorities and officials on matters and problems related to the work.
- Ability to function effectively under pressure and to meet deadlines.
- Ability to coordinate, prepare and maintain a variety of complex correspondence, records, reports, accounts and material related to the work.
- Ability to work non-standard hours when required and overtime in the critical election period.
- Strong oral and written communication skills.
- Valid BC Class 5 Drivers' License.

****The terms for the 2 positions are as follows. Please indicate your preference in your cover letter:***

- 1 x Elections Assistant working 35 hours per week from May 1, 2022 to November 1, 2022**
- 1 x Mail Ballot Coordinator working 16-20 hours per week from August 1, 2022 to October 16, 2022**

Apply by sending your **cover letter and resume in one document** quoting the competition number, by March 25, 2022 to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, e-mail to hr@newwestcity.ca using the following format in the subject line: **LAST NAME First Name #22-36**

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

New Westminster is on the unceded and unsundered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land. We are learning and building relationships with the people whose lands we are on.

*We thank all applicants for their interest and advise that only those selected for an interview will be contacted.
This position is only open to those legally entitled to work in Canada.*