



King is Hiring
Elections Assistant (Student)
14 Week Contract (May-August 2026)

King Township is an idyllic countryside community of communities, proud of its rural, cultural, and agricultural heritage. We are respected for treasuring nature, encouraging a responsible economy, and celebrating our vibrant quality of life. As an organization, we are focused making life better in King, and enriching the lives of all those who live, work, and visit King Township by providing quality services and experiences.

Reporting to the Township Clerk and Manager of Legislative Services, the Elections Assistant (Student) is responsible for the following:

- Provide support to the Elections Coordinator by assisting with day-to-day activities involved in planning and implementing the Municipal and School Board Election.
- Assist in preparing election materials, including assembling or updating voter lists, information pamphlets, handouts, voter cards, forms, and other election-related documents as directed.
- Support coordination with election vendors by helping organize materials, preparing documentation, or completing administrative tasks related to vendor solutions and compliance requirements.
- Assist with election communications, such as preparing candidate information packages, organizing public notices, and helping draft or distribute material required under the *Municipal Elections Act*.
- Provide support in updating and maintaining the election website, ensuring information is accurate and current under the Election Coordinator's direction.
- Help coordinate people, materials, and equipment, such as preparing supply kits, organizing inventory, and supporting logistics for training sessions and Election Day.
- Support the purchasing and tracking of election supplies, including maintaining basic records and assisting with inventory updates.
- Assist in preparing accessibility-related materials for the election accessibility plan, working alongside the Elections Coordinator and Accessibility Advisor.
- Help with the voter notification process, including preparing mailings, assembling information pieces, and assisting with distribution tasks.
- Provide support in recruiting and training election staff or volunteers, such as scheduling, preparing training materials, recording attendance, or setting up training rooms.
- Maintain professional and courteous interactions with Township staff, candidates, the public, and external partners when responding to basic inquiries or assisting with information flow.
- Perform other minor or election-related tasks as assigned by the Elections Coordinator and Township Clerk.

The successful applicant will possess:

- At least one year completed of a University program in Political Science, Public Administration or relevant field of study.
- Customer service skills and office administration experience.
- Working knowledge of standard office computer software, including Microsoft Word, Excel, Outlook, Publisher and Adobe.
- Team-oriented; positive attitude.
- Ability to balance various tasks, often under pressure.



Conditions of Employment:

- Highly efficient work ethic and ability to self-manage and work independently.
- Ability to manage, organize, and prioritize work to adhere to project deadlines.
- Good written and verbal communication skills to communicate effectively on technical and non-technical matters with Township staff, the Regional Municipality of York, local municipalities and other stakeholders with an emphasis on customer service.
- Possesses a valid G class driver's license and access to a reliable vehicle.
- Must be available to work the duration of the contract.
- Hours of work will be between 8:30AM- 4:30PM, Monday to Friday.
- Must be legally authorized to work in Canada.

Wage Rate: \$21.00 hourly

Vacancy Disclosure:

This posting is intended to fill an existing vacancy.

Qualified candidates are requested to forward their resume to hr@king.ca by **4:30 pm on February 27, 2026**
Or to Human Resources at 2585 King Road, King City, Ontario, L7B 1A1

Please visit king.ca/employment for full job description.

We thank all applicants and advise that only those selected for an interview will be notified.

Personal information (PI) is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25 and will be used to facilitate the hiring and recruitment process. Personal information (PI) will be protected in accordance with Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about the collection of personal information (PI) should be directed to the Human Resources Department, 2585 King Road, King City, L7B 1A1 or (905) 833-5321.

We are an Equal Opportunity Employer. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#), the Integrated Accessibility Standards Regulation 191/11 (IASR), and the Ontario Human Rights Code, the Township of King will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform Township Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.