



**The Corporation of the City of Brantford
Clerks Department**

requires

Elections Coordinator (Contract – 1 Year)

Job ID# 2462

Situated on the picturesque Grand River, the City of Brantford is a rapidly growing community of over 100,000 residents, located in the heart of Southern Ontario with direct access to Hwy. 403 and is in close proximity to the GTHA, Waterloo and Niagara regions. As a single-tier municipality, Brantford is responsible for the full spectrum of municipal service areas. We invite you to join our #TeamBrantford corporate culture with many progressive initiatives, including our hybrid work environment. The City is committed to the professional development of our staff and invite you to come, grow with us!

Reporting to the Supervisor of Elections, Licensing and Administrative Services, the Election Coordinator will provide direct support for the Municipal Election within the City of Brantford. The successful applicant will anticipate building experience within the municipal election process and develop a good understanding of the Municipal Elections Act and other related provincial legislation. The Election Coordinator is a key member of the Election Team, responsible for the planning, administration and organization of several aspects of the Municipal Election. Salary is currently under review.

QUALIFICATIONS

- Graduation from a three-year post-secondary college or university program. Preferably in a Political Science or Public Administration area of study, or equivalent demonstrated work experience.
- Demonstrated strong project management, time management, organizational and planning skills.
- Ability to prioritize and work in a fast-paced, high-pressure environment with competing priorities.
- Demonstrated tact, diplomacy and good judgment in dealing with the public.
- Excellent public relations, customer service and communications skills to effectively respond to public enquiries, deal effectively with elected officials, staff, local boards, and community groups.
- Demonstrated experience working with MS Office 365.
- Strong interpersonal skills are essential as well as experience in conducting training sessions and/or presentations.
- Ability to adhere to strict deadlines.
- Self-starter with the ability to work independently as well as in a team.
- Available to work evenings and weekends as required.
- Familiarity with and an understanding of local government.
- Possess a valid Class G driver's licence in good standing during employment.

WAGE/SALARY RANGE: \$29.07 to \$36.34 per hour (based on a 35-hour work week)

To apply on-line, please visit the City of Brantford website at <https://brantford.ca/careers> and click on **Current Opportunities**.

Closing date for applications: **Thursday, November 20, 2025, at 4:30 p.m.**

Information gathered relative to this position will only be used for candidate selection.

We thank each applicant for taking the time and effort to submit your resume, however, only candidates to be interviewed will be contacted.

Our organization is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process. Applicants need to make their required accommodations known in advance.