

JOB DESCRIPTION – INFORMATION OFFICER

TIME COMMITMENT

Election Day	October 26, 2026, 7:30 am until dismissed by the Location Manager
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TOTAL PAY

\$279.00 *(This rate includes pay for training and working Election Day.)*

EXPECTATIONS AND RESPONSIBILITIES

There will be two Information Officers at most voting locations. They will be required to work together to complete the duties listed below. Under the direction of the Elections Office and the Location Manager, the Information Officer is responsible for:

- Assisting with voting location set up, opening and closing procedures;
- Posting directional signage inside and outside of the voting location prior to the opening of the polls;
- Directing electors from the entrance of the building to the room where voting is taking place;
- Informing electors how to correctly mark their ballots
- Directing electors to the Deputy Returning Officers;
- Helping electors that require assistance;
- Performing other duties as assigned by the Elections Office or Location Manager;

QUALIFICATIONS

- Must be proficient in reading, speaking and writing the English language;
- Must be able to assist with the setup and takedown of the voting location which may include lifting up to 55 lbs.
- Must have a professional demeanour and the ability to communicate with electors in a friendly and courteous manner;
- Must consistently demonstrate good judgement and problem-solving skills;
- Must be able to work well as a member of a team;
- Must be able to stand for long periods of time;
- Must be able to set aside personal political preferences and deal with electors in a non-partisan manner while conducting the election;
- Must have a personal email address to receive correspondence from the Elections Office.