



**SEE YOURSELF IN OUR  
ELECTORAL PROCESS**

**WORK THE 2020  
PROVINCIAL ELECTION**

Elections Manitoba is looking for community leaders to work the provincial election. **Returning officers and assistant returning officers** are responsible for preparing and managing all election activities in their electoral division.

## Requirements

- Non-partisan/no political affiliation
- Eligible voter (18 years or over, Canadian citizen, Manitoba resident)
- Project management experience
- People management experience
- Satisfactory security check

This is a term position with some part-time work and paid training starting immediately. A full-time commitment, including evenings and weekends, is required during the election.

## Compensation for election period

- Starting at \$10,500 for returning officers
- Starting at \$9,100 for assistant returning officers
- Plus fees for preparation and training

More information: [electionsmanitoba.ca](http://electionsmanitoba.ca)

Phone: 204.945.5336 • Toll-free: 1.866.628.6837 ext. 5336 • Email: [jzwiep@elections.mb.ca](mailto:jzwiep@elections.mb.ca)

Employment Equity is a factor in selection. Applicants are asked to indicate if they are from any of the following groups: Indigenous people, visible minorities and persons with disabilities.

*We thank all those who apply and advise that only those selected for consideration will be contacted.*



[electionsmanitoba.ca](http://electionsmanitoba.ca)

**Elections  
Manitoba** 

# **JOB OPPORTUNITY**

## **ELECTIONS MANITOBA IS HIRING**

### **RETURNING OFFICER AND ASSISTANT RETURNING OFFICER TO WORK IN SAGKEENG**

Play a leadership role in the electoral process. Elections Manitoba is looking for experienced community leaders to manage the next provincial election in the Keewatinook electoral division. The returning officer and assistant returning officer are responsible for the preparation and administration of all election activities in their electoral division.

#### **QUALIFICATIONS**

- Non-partisan/no political affiliation
- Eligible voter (18 years or over, Canadian citizen, Manitoba resident)
- Hands-on project/event management experience
- People management experience
- Strong organizational skills
- Comfortable using computers and able to learn new computer programs
- Independent, yet able to follow set processes
- Knowledge of your electoral division is an asset
- Satisfactory security check

This is a term position with some part-time work and paid training prior to the election starting immediately.

A full-time commitment, including evenings and weekend, is required during the election:

#### **CLOSING DATE FOR APPLICATIONS**

### **OPEN UNTIL FILLED**

#### **COMPENSATION:**

- Starting at \$10,500 for returning officers
- Starting at \$9,100 for assistant returning officers

Note that legislation permits employees to take an unpaid leave of absence from their current employment to work as an election official. [*Elections Act, Sec. 14(b)*]

#### **INSTRUCTIONS FOR APPLICANTS:**

Your cover letter, résumé and application must clearly indicate how you meet the qualifications

SEND YOUR APPLICATION TO:

JEANNE ZWIEP  
MANAGER OF ELECTIONS OPERATIONS  
ELECTIONS MANITOBA  
120-200 Vaughan Street, Winnipeg, MB R3C 1T5,  
Email: [jzwiep@elections.mb.ca](mailto:jzwiep@elections.mb.ca)  
Fax: 204-945-6011

For more information, please [jzwiep@elections.mb.ca](mailto:jzwiep@elections.mb.ca) , or phone 204-945-5336, toll-free: 1-866-628-6837 ext. 5336

Employment Equity is a factor in selection. Applicants are asked to indicate if they are from any of the following groups: Indigenous people, visible minorities and persons with a disability.