

As Canada's fastest growing municipality (based on 2021 Census data), the Town of East Gwillimbury is located along Highway 404 in northern York Region and is as a premier center for growth within the GTA. We are proud of our award-winning focus on modernization, innovation, and creativity. Those joining Team EG will use that lens to help shape our growing community. As an Employee Recommended Workplace, employees enjoy a number of benefits including; competitive wages, employee assistance program, social and wellness committees, access to outdoor seating areas and numerous trails which allow you to enjoy the beauty of EG while at work. Come join our team and see the EG difference!

The Information Assistant (IA) greets, directs, and assists electors at a voting location.

Responsibilities:

- Ensure the voting location is free of any campaign materials.
- Ensure the voting location is accessible to the electors, and assist with accessibility requirements, including opening doors for electors.
- Greet electors at the voting location and request they have proper identification ready.
- Assist electors at the voting location and provide them with instructions and directions.
- Assist residents with Internet voting stations during advance voting period.
- Assist electors with disabilities, if required.
- Manage a large flow of electors within a voting location.
- Escalate elector issues to the Supervising Deputy Returning Officer in an efficient and timely manner, as required.
- Ensure the voting location promptly closes on time and that all electors that entered the voting location prior to close can mark and cast their ballot to vote.
- Assist poll officials in shutting down the voting location, including removing all posters and signs after closing on election night.

Qualifications:

- Availability to work up to 9 hours on advance vote days, including evening and weekends, and up to 12 hours on election day.
- Availability to attend a training session.
- Ability to read and observe voting procedures at the voting location.
- Strong interpersonal communication and customer service skills.
- Ability to identify and verify information provided by an elector in a timely manner via hard copy or mobile device.
- Ability to stand and work for long stretches of time (up to 12 hours).
- Ability to learn quickly, follow directions, and complete repetitive duties.
- Ability to multi-task.

Hourly Rate: \$18.75

Hourly Rate (Weekend): \$23.44

If you're looking for an opportunity that will enable you to contribute to a growing and inclusive community, please apply and submit your resume and related information online at:

[ADP Workforce Now - Career Centre](#)

Deadline for applications is August 19, 2022

Please be advised that effective November 1, 2021, all staff (including full-time, part-time, seasonal, and contract) will be required to receive two doses of a Health Canada-approved COVID-19 vaccine.



Information Assistant (Temporary – Municipal Election)

We thank all applicants for their interest, however, only those being considered for an interview will be contacted. The Town of East Gwillimbury is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#) and the Ontario Human Rights Code, the Town of East Gwillimbury 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 the Town's 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. In accordance with the *Municipal Freedom of Information & Protection of Personal Privacy Act*, personal information collected will only be used for candidate selection.