



## IDENTIFICATION

Department	Position Title	
Legislative Assembly	Intern, Communications and Outreach Officer	
Position Number	Community	Division/Region
00016954	Yellowknife	Elections NWT

## PURPOSE OF THE POSITION

The Intern, Communications and Research Officer assists the Office of the Chief Electoral Officer (OCEO) and the Elections NWT agency with the preparation and delivery of voter engagement, youth engagement and communications. As a key member of the elections team, this position works in collaboration with senior managers to achieve the agency's vision and planning elections events in accordance with the *Elections and Plebiscites Act*.

## SCOPE

Elections NWT is an independent, non-partisan public agency responsible to the Legislative Assembly of the Northwest Territories for the administration of territorial general elections, by-elections, and plebiscites. The vision of the OCEO and Elections NWT is a stakeholder focused agency that serves a vibrant culturally diverse electorate over a large geographic expanse.

The position of the Intern, Communications and Outreach Officer is located in Yellowknife and reports to the Deputy Chief Electoral Officer (DCEO). Working in collaboration with the DCEO and the Elections Operations Officer to provide communication and outreach to and for residents of the NWT. This work includes targeted outreach to voters, future voters and the general public with information and education on democracy, election events and initiatives.

Together, the team of Elections NWT must be organized, aligned and responsive to ensure its work is timely, accurate and aligned with the Elections NWT mandate.



## **RESPONSIBILITIES**

### **1. Assists with assessing the need for education and outreach resource materials and programs related to the mandate of Elections NWT.**

- Contributes to identifying needs for educational programs focusing on elections and democracy.
- Researches and drafts content for educational materials, including through jurisdictional scans for best practices from across Canada.
- Reviews and summarizes documentary evidence and incorporates that evidence into educational and outreach materials
- Delivers voter outreach and education initiatives, such as mock votes, future voter registration initiatives, presentations etc. as directed.

### **2. Assists with the development and delivery of information to the public about activities of Elections NWT.**

- Researches and drafts content information for the public.
- Incorporates content, style, and design elements that are appropriate for specific target audiences (e.g., general public, youth, elders)
- Tracking to ensure that communication activities are progressing as required, escalating when necessary to remove roadblocks and address issues.
- Contributes to identifying opportunities, and participates in educational partnerships on behalf of Elections NWT, including building and supporting relationships with educational partners.
- Actively assists in the promotion of Elections NWT in schools and at public events.
- Proactively support the Deputy Chief Electoral Officer and Chief Electoral Officer with communication deliverables and social media content.
- Report to the DCEO on the progress of communication activities.

### **3. Supports Elections NWT's vision, goals and objectives related to education and outreach.**

- Ensures Elections NWT and its mandate are presented in a fair, non-partisan manner in communication materials for the public.
- Track communications activity against internal plans, ensuring that timelines and deliverables are met for the pre-election, election, and post-election period.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual physical demands. Some travel within the NWT is required.



**Environmental Conditions**

No unusual environmental conditions.

**Sensory Demands**

No unusual sensory demands.

**Mental Demands**

No unusual demands.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to acquire knowledge of the electoral system in the Northwest Territories.
- Ability to be creative and offer solutions.
- Ability to work as a team member to meet objectives.
- Skilled in attention to detail.
- Ability to acquire knowledge of strategic outreach/communications planning and implementation.
- Communication and oral presentation skills, including the ability to tailor content and presentations to specific audiences.
- Organizational, time and project management skills, and the ability to manage competing priorities and projects.
- Computer literacy skills, including word processing, internet, email and video conferencing applications.
- Knowledge of using various social media platforms
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

**Typically, the above qualifications would be attained by:**

Completion of a university degree in communications, journalism, marketing, public relations or the humanities.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

**Position Security (check one)**

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check



**French language** (check one if applicable)

☐ French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

READING COMPREHENSION:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

☒ French preferred

**Indigenous language:** Select language

☐ Required

☒ Preferred