



IDENTIFICATION

Department	Position Title	
Legislative Assembly	Intern, Elections Operations Officer	
Position Number	Community	Division/Region
12-16954	Yellowknife	Office of the Chief Electoral Officer

PURPOSE OF THE POSITION

The Intern, Elections Operations officer assists the Office of the Chief Electoral Officer (OCEO) and the Elections NWT agency with internal and external logistics, research, and communications. As a key member of the elections team, the Elections Operations Officer works in collaboration with senior managers in the Office of the Chief Electoral Office and Elections NWT to achieve the agency's vision and to plan and deliver 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 in accordance with the Elections and Plebiscites Act. The vision of the OCEO is to ensure Elections NWT is a stakeholder focused agency that serves a vibrant culturally diverse electorate over a large geographic expanse.

The position of the Elections Operations Officer is located in Yellowknife and reports to the Deputy Chief Electoral Officer (DCEO). Working in collaboration with the DCEO and the Elections Administrator to ensure the smooth operation of elections. The work includes logistical planning for electoral events, supporting communications to the public and providing research on key initiatives undertaken by Elections NWT. While this position is located in Yellowknife, it serves electors across the Northwest Territories. The Elections Operations Officer is integral to the planning aspects for the Office of the Chief Electoral Office during the election period and as an active participant during the delivery of an electoral event.

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 the development and delivery of information to the public about activities of elections NWT.

- Track communications activity against internal plans, ensuring that timelines and deliverables are met for the pre-election, election, and post-election period.
- Proactively support the Deputy Chief Electoral Officer and Elections Administrator with communications deliverables and social media content.
- Tracking to ensure that communication activities are progressing as required, escalating when necessary to remove roadblocks and address issues.
- Assist in the development of communications deliverables while incorporating content, style, and design elements for specific target audiences (e.g., general public, elders, and youth.)
- Takes an active part in the outreach activities to targeted groups of electors.

2. Assists with research and analysis support on ENWT Initiatives

- Undertakes specific research assignments, such as election management body best practices, polling station accessibility, etc., from across other jurisdictions using primarily online sources such as government, legal and media websites and academic publications.
- Reviews and summarizes documentary evidence and incorporates that evidence into planning materials.

3. Assists with the logistical planning for Territorial elections

- Booking of office space for the Returning officers and polling locations across the Northwest Territories, with specific focus on voter accessibility.
- Prepares polling packages to be delivered to Returning Officers and Deputy Returning Officers. Many different polling packages must be assembled, each with their own checklist. An error or omission can have serious consequences in the delivery of that poll.
- Supporting logistical delivery of election materials to election officers in communities across the NWT.
- Assists the Election Administrator and Finance officer with tracking and processing invoices for election real-estate.
- Performs other related duties as required.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.



Sensory Demands

No unusual 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 focused on offering solutions.
- Ability to work both as a team member and independently with minimal supervision to meet operational objectives.
- Ability to review, synthesize and assess information.
- Skilled in attention to detail
- Ability to work to deadlines and manage workloads including multiple assignments with potentially conflicting deadlines.
- Ability to acquire knowledge of strategic outreach/communications planning and implementation.
- Organizational and time and project management skills to support small or large-scale projects from pre-planning to post-delivery evaluation.
- Ability to prioritize tasks and respond quickly to changes in scheduling and other requirements as needed.
- Research skills, including the ability to research a variety of government, legal, media and other sources.
- Computer literacy skills, including word processing, internet, and email applications.
- Ability to work flexibly and supportively with a small team in a highly collaborative environment, including self-awareness to recognize when to seek help, advice, or other support from colleagues.
- 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:

A university degree in political science or communications.

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: Indigenous Language - Not Specified

- ☐ Required
- ☒ Preferred