



## EMPLOYMENT OPPORTUNITY RETURNING OFFICER | TEMPORARY POSITION

### OVERVIEW:

Reporting to the Director of Planning & Legislative Services, this position is responsible for conducting and coordinating the Town of St. Paul's 2025 General Election.

### DUTIES & QUALIFICATIONS:

- Ability to keep information confidential.
- Ability to be friendly & adaptable.
- Duties as outlined in the Local Authorities Election Act (LAEA).
- Some experience with municipal elections is beneficial.
- Assist with the creation & use of a voters list.
- Develop & assist with the training of election workers.

### WHAT YOU BRING:

- Satisfactory Criminal Record Check and Vulnerable Sector Check at your cost; issued by our local RCMP detachment.
- Office based at the Town Hall or home based option.
- Ability to manage processes and people.
- In-person presence on Nomination Day, 1 Advance Vote Day, & Election Day.
- Basic knowledge of computer based systems.

### WHAT WE OFFER:

- Competitive wages (\$24.00/hr to \$40.00/hr) depending on experience and qualifications.
- Only 1 voting station to manage.
- Flexible work schedule (minimum 2 days per week).

**Closing Date: January 27, 2025 (12Noon)**

Applicants are invited to submit a cover letter, resume, and 2 references via email to: [election@town.stpaul.ab.ca](mailto:election@town.stpaul.ab.ca)  
Questions can be directed to: Aline Brousseau, Director of Planning & Legislative Services at 780-645-8540.

The Town of St. Paul thanks all interested applicants; however, only applicants selected for an interview will be contacted. This position will be open until a suitable candidate is found.