



EMPLOYMENT OPPORTUNITY

Administrative Assistant, Elections

Temporary Full-Time | External

Legislative Services

Competition No.: 2025-1029



www.rdn.bc.ca



rdncareers@rdn.bc.ca

SKILLS & ABILITIES

- Strong communication skills with the ability to deal tactfully with the public.
- Proficient in word processing, spreadsheet and data base computer applications.
- Typing speed of 60 w.p.m.
- Keyboarding, word processing, fiche reading, switchboard and basic office equipment experience.

APPLICATION DETAILS

To apply for this position, send your cover letter and resume to rdncareers@rdn.bc.ca, clearly highlighting your education, experience, and qualifications relevant to the role. **Please quote 2025-1029 in the subject line of your email to ensure proper processing.**

Applications will be accepted on a rolling basis until the position is filled.

Date posted: February 18, 2025.

A Criminal Record Check is a condition of employment with the Regional District of Nanaimo.

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted.

ABOUT THE ROLE

The Regional District of Nanaimo has an employment opportunity for a temporary full-time Administrative Assistant, Elections, with Legislative Services. Reporting to the Planning and Logistics Manager, the Administrative Assistant will provide administrative support for the Ravensong Aquatic Centre Expansion Referendum, with primary duties including:

- Assisting in the preparation of voters lists, appropriate forms and supplies for the referendum, coordinates with printers/vendors for the voters list, and creates voting books.
- Overseeing and administering the mail ballot voting process.
- Updating training materials and providing training to election officials.
- Updating website content.
- Providing support for polling stations including reviewing floorplans to determine appropriate voting location layouts, assigning voting machines and ballots to voting locations and tracking their whereabouts, assists with voting location set up and take down, coordinates with vendors for the rental of tables and chairs.
- Coordinating elections staff, including onboarding and questions.
- After the close of the referendum, taking in results of referendum and inputting information into the database.
- Other duties as required.

QUALIFICATIONS

Qualifications include a high school diploma supplemented with post-secondary education in office procedures with clerical and computer training, plus 1 - 3 years prior job related experience, or an equivalent combination of training and experience. Familiarity with assent vote processes and the Local Government Act in relation to assent votes or general local elections is strongly preferred.

POSITION DETAILS

This is a temporary full-time (35 hours per week) Union position starting as soon as possible up to and including April 30, 2025, with the possibility of ending early or of extension depending on the operational needs of the department. The salary range is \$32.94 - \$34.67, plus 12.4% in lieu of benefits including vacation and statutory holidays, or the uninterrupted continuation of their benefits package, depending on employment status. **Please note: The nature of this work requires that the incumbent be available to work overtime, this could include mornings, evenings and weekends as required to support the referendum**