

EMPLOYMENT OPPORTUNITY

Elections Office Coordinator

Temporary Part-Time | External
Legislative Services
Competition No.: 2026-1102



www.rdn.bc.ca



rdncareers@rdn.bc.ca

APPLICATION DETAILS

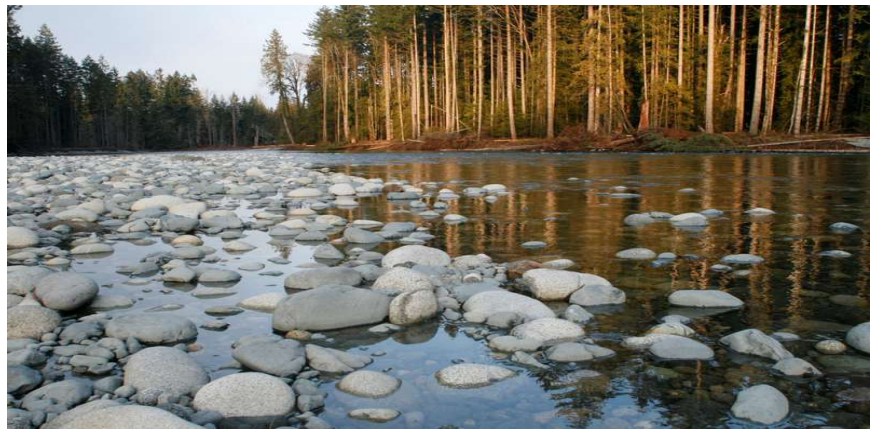
To apply for this position, send your cover letter and resume to rdncareers@rdn.bc.ca, clearly highlighting your education, experience, and qualifications relevant to the role. **Please quote 2026-1102 in the subject line of your email to ensure proper processing.**

**Applications will be accepted until:
4:00 pm, on August 10, 2026.**

Date Posted: July 29, 2026

*A Criminal Record 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 is seeking a temporary part-time Elections Office Coordinator with Legislative Services. The Elections Office Coordinator is a highly skilled coordinator, supporting the Manager, Planning and Logistics, Elections, with the functions of the local government elections office. This role supports workflow coordination, documentation tracking, election material preparation, and equipment distribution, and provides procedural guidance to temporary election workers based on established election procedures.

QUALIFICATIONS

Required qualifications include a high school diploma or equivalent, plus up to one year of post secondary courses in office administration, public administration or related field, and three years of progressively responsible administrative experience, including previous experience supporting elections. An equivalent combination of training and experience may be considered.

We are seeking an individual with exceptional organizational skills and sound judgement, the ability to handle sensitive and confidential information with discretion, strong computer proficiency, including document tracking and the use of Excel and PowerPoint, and a sound and substantial knowledge of legislation, regulations, and procedures governing local government elections.

A valid Class 5 BC Drivers License is required, as well as the ability to travel between the elections office, various voting locations and the RDN Administration building as necessary.

POSITION DETAILS

This is a temporary part-time exempt position for an initial term of approximately 10 weeks commencing September 1, 2026. The term may be extended depending on operational requirements and election-related activities. Hours of work will vary depending on legislated timelines and operational milestones and will include early morning, evening and weekend work. The annual salary range is \$73,030 to \$83,803.

POSITION TITLE: Elections Office Coordinator

REPORTS TO: Manager, Planning and Logistics, Elections

DIRECT REPORTS: N/A

JOB FAMILY: Organizational Support/Services, Level 2

POSITION SUMMARY

The Elections Office Coordinator is a highly skilled coordinator, supporting the Manager, Planning and Logistics, Elections, with the functions of the local government elections office. This role supports workflow coordination, documentation tracking, election material preparation, and equipment distribution, and provides procedural guidance to temporary election workers based on established election procedures.

PRIMARY DUTIES AND RESPONSIBILITIES

- Coordinates the set up and closing of the local government elections office, including packing and return of supplies.
- Coordinates, directs and tracks the daily administrative tasks and office processes for temporary election workers under the direction of the Manager, Planning and Logistics/Elections for the local government elections office.
- Tracks assigned tasks, monitors completion status, and identifies issues requiring follow-up by the Manager, Planning and Logistics/Elections.
- Coordinates the distribution and return of office equipment used by temporary election workers.
- Maintains records related to candidate filings, voter records and ballot control.
- Reviews assigned election records, tracking documents and materials for completeness and accuracy, and identifies discrepancies for follow-up.
- Coordinates and assists with the preparation of election materials such as voter lists, appropriate forms and supplies.
- Coordinates with printers/vendors for the voters' list and creates voter books.
- Provides procedural guidance and assists with orientation and training for temporary election workers, within a general set of guidelines and based on established election procedures.
- Ensures the adherence to policies and procedures.
- Supports logistics planning for voting opportunities and vote counts.
- Coordinates the set up of polling stations including reviewing floorplans, preparing proposed voting location layouts, coordinating the assignment of voting machines and ballots to voting locations and tracking their whereabouts.
- Travels to voting locations and other election sites, as required, to support the delivery, retrieval and tracking of election supplies, materials and equipment.
- Maintains confidentiality and supports the integrity of election documentation.
- Reviews, adheres to, and supports the adherence to safe work procedures in the workplace and generally promotes a safe work environment.
- Performs other tasks as assigned by the Manager, Planning and Logistics/Elections.

QUALIFICATIONS

Education and Experience

- High School Diploma or equivalent.
- Post secondary courses in office administration, public administration or related field, up to one year.
- Three years of progressively responsible administrative experience, plus previous experience supporting elections.
- Experience using common office tools, equipment and software, including MS Office, in an office environment.
- An equivalent combination of training and experience may be considered.
- Valid Class 5 BC Drivers License

Knowledge and Abilities

- High level of organizational skill and judgement.
- Ability to manage sensitive information with discretion.
- Strong computer skills, including document tracking, maintaining Excel spreadsheets and PowerPoint presentations.
- Basic knowledge of election legislation.
- Ability to follow established procedures.
- Ability to work independently and identify issues requiring escalation.
- Demonstrated attention to detail.
- Ability to maintain confidential information and ensure the privacy of data.
- Strong communication and interpersonal skills to work effectively in a team environment.
- Ability to work varied hours including evenings and weekends.
- Ability to lift up to 23 kilograms (50lbs) to a counter height.

Evening and weekend work is a requirement of this position.

A criminal records check is a requirement of this position.