



## **Job Opportunity – Inclusion Liaison Officer**

**Job Title:** Inclusion Liaison Officer (ILO)  
**Position Type:** Temporary – full-time  
**Duration:** One year (possibility of extension)  
**Location:** Dartmouth, Nova Scotia  
**Wage:** \$28.20 per hour (maximum of 35 hours per week)\*

### **About Us**

Elections Nova Scotia (ENS) is an independent, non-partisan agency that is responsible to deliver fair and inclusive provincial elections impartially and professionally. ENS is committed to enhancing the electoral process for all Nova Scotians through inclusion, diversity, equity, and access. We invite all Nova Scotians to participate in the process of democracy.

### **Job Overview**

ENS has developed a comprehensive Outreach Strategy to improve inclusion, diversity, equity, and access to the electoral process with a particular focus on the 42<sup>nd</sup> provincial general election, to be held in July 2025.

The Inclusion Liaison Officer (ILO), working as a member of the Outreach Team and under the direction of the Director of Policy and Communications, will work with ENS staff and community partners to implement the Outreach Strategy, and additional activities identified by under-served communities, to ensure their electorate needs are understood and met.

The ILO must remain non-partisan while working with Elections NS.

### **Key Responsibilities include:**

As the ILO you have experience engaging and working with people with diverse needs, and will apply that knowledge to planning and implementing ENS's outreach program for the 42<sup>st</sup> provincial general election.

The ILO is responsible:

- to provide specialized professional expertise and personal insights for election engagement with under-served communities across the province
- to provide recommendations regarding voters' needs and barriers (real or perceived) to Returning Officers who are working to increase access within their electoral district
- to identify and establish relationships with community-based partners; and facilitate communications between under-served communities and Returning Officers
- to support recruitment and training activities related to ENS's outreach program
- to celebrate successes and share best practices regarding inclusion, diversity, equity and accessibility strategies within the election network
- to support the collaborative development of ENS's overall outreach programming and materials for provincial electoral events and activities
- to support the collection of qualitative and quantitative performance measures

### **Experience, Skills and Strengths**

- The successful applicant must demonstrate applicable experience and strong understanding in the areas of inclusion, diversity, equity, and accessibility
- Knowledge of, and commitment to, best practices related to inclusion and engagement are considered essential for success in this position
- The ILO is a member of, or has experience engaging and working with, under-served communities that have traditionally been under-represented in the electoral process.
- Excellent verbal communication, public speaking and facilitation skills
- Experience in program delivery and community development principles
- Strong problem-solving skills based on respectful listening and creative problem solving
- Comfortable with the principles of adult education
- Comfortable with a fluid work environment that is required to respond to situations that could challenge a fair and professional election
- Intermediate user skills in Microsoft Word, Excel, and PowerPoint

- Ability to work independently and as part of a team
- Excellent organization and time management skills

## **Education**

Some university or college education is preferred; however, equivalent experience would be considered.

Formal education is not the sole criteria. We recognize the importance of engagement, leadership and respect within the community; and the very important education a person gains through life experiences.

Familiarity with the principals of inclusion, diversity, equity and accessibility; commitment and enthusiasm for the democratic process; and demonstrated success in program delivery will be key factors in the selection process.

## **Additional Information**

- Persons belonging to one or more equity groups will be given preference
- Successful candidate must have valid drivers license as travel will be required
- The ILO's will work at ENS head office in Dartmouth but can also work remotely on a flexible basis.

**Job posting closes Friday, May 17, 2024.** Please send resume to [elections@novascotia.ca](mailto:elections@novascotia.ca) and in the subject line of the email refer to the Inclusion Liaison Officer job posting.

*\*This position is paid under the Tariff of Fees and Expenses and the hourly rate includes vacation and statutory holiday pay. No other benefits are provided.*