

Job Opportunity

Job Title: Revision Assistant
Position Type: Temporary
Location: Digby-Annapolis
Wage: \$25.00 per hour*
Duration: Election period (date of election call currently unknown)

About Us

Elections Nova Scotia is an independent, non-partisan agency that is responsible for the administration of the Elections Act. Its mandate is to conduct provincial general elections and by-elections; ensure compliance with the provincial electoral law including the political financing regime; establish and maintain election-related information including the Nova Scotia Register of Electors; seek advice and conduct studies related to electoral processes.

Elections Nova Scotia is prepared at all times to conduct a provincial general election or by-election.

Job Overview

Reporting to the returning officer the revision assistant acts as the lead for revision and enumeration activities as well as acts as the presiding officer for the write-in ballot poll. Supervises both the enumeration teams as well as write-in ballot coordinator, assistant write-in ballot coordinator, and the write-in ballot home-visit teams.

Due to the non-partisan nature of election administration the revision assistant must remain politically neutral during employment.

Experience and Key Activities

The revision assistant will:

- Lead the production of, and updates to, the List of Electors
- Lead the write-in ballot poll at the returning office
- Supervise the write-in ballot home-visit and hospital teams
- Lead enumeration activities

Skills / Abilities

- Proficient at organizing multiple tasks
- Proficient at using computers
- Experienced supervisor
- Experienced trainer
- Proficient at handling stress and competing priorities
- Professional and tactful

Requirements

Must be 18 years of age and a Canadian Citizen.

*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.

Please send expressions of interest to elections@novascotia.ca that includes your contact information and area of residence, resumes are not required at this time. The returning officer will reach out to you directly.