



Job Description

Election Assistant

Are you interested in working to facilitate democracy in action? The Corporation of the County of Prince Edward is seeking Election Assistant(s) to uphold the integrity and accessibility of the electoral process and to help manage elections in an efficient, fair, and impartial manner. Come be a part of the team and work the 2026 municipal and school board trustee election.

Election Assistants will be required to work from:

Saturday, October 17, 2026 from 9 a.m. to 5 p.m. (Advanced Voting Day)

Monday, October 26, 2026 from 9 a.m. to 9 p.m. (Election Day)

1. What to expect in this role

The Election Assistant processes electors and issues ballots using electronic forms and lists on a computer equipped with Municipal Voter View software.

2. Reporting to the Super Deputy Returning Officer (SDRO) you will:

- Notify the SDRO of individuals who did not show up for work, any services that are disrupted, incidents that occur or complaints that are made at the voting location in a timely manner.
- Custody and control of Voters' List for the voting locations
- Ensure the voting location is free of any partisan campaign materials.
- Ensure the voting location is accessible to the electors, and assist electors with any accessibility needs.
- Verify elector identification and qualifications to vote.
- Complete tasks using forms and lists on a computer equipped with Municipal Voter View software.
- Locate electors names on the Voters' List
- Manage a large flow of electors within a voting location.
- If Elector does not have the proper identification have the Elector sign the Oath of Qualification Form and complete Declaration of Identity for the Deputy Returning Officer to sign.
- Ensure all assigned voting locations promptly close on time, and that all electors that entered the voting location prior to close can mark and cast their ballot to vote.
- Ensure names of voters are crossed off the Voters' List, and voting count maintenance.
- Confirm the number of electors who voted at your voting location using MVV.
- Count Number of cancelled, declined, rejected, and blank ballots and put in applicable envelopes.
- Assist Super DRO with location set-up, opening and closing.
- Remove all posters and signage after closing on election day.
- Assist to ensure poll supplies from the voting locations are returned to the Elections Headquarters after closing on election day.

3. What you need to qualify

- Access to a cell phone and vehicle to travel to and from the Elections HQ and voting locations.
- Availability to work up to 12 hours on election day.

- Availability to attend a training session.
- Ability to read and observe voting procedures at the voting location.
- Strong interpersonal communication (verbal and written) and problem-solving skills to resolve issues and communicate solutions to staff and the public in an efficient and timely manner.
- Ability to understand, rationalize and resolve situations efficiently as they arise.
- Ability to identify and verify information provided by an elector in a timely manner via hard copy or mobile device.
- Ability to stand and work for long stretches of time (up to 12 hours).
- Ability to learn quickly, follow directions, and complete repetitive duties.
- Ability to multi-task and strong computer and data entry skills.

4. Compensation

Position Status: Temporary Assignment – Advance (October 17) and Election Day (October 26) only.

Location: Voting locations across Prince Edward County

Rate of pay: \$18.25/hour

Hours of Work: Up to 12 hours