

**Voter Registration Officer
AO2 Administrative Officer 2**

Term / Full-Time

Term to December 31, 2027 with the possibility of extension

Elections Manitoba

Elections Operations

Winnipeg MB

Advertisement Number: 45007

Salary(s): AO2 \$62,281 to \$76,484.00 per year

Closing Date: March 16, 2026

Employment Equity is a factor in selection for this competition. Consideration will be given to Indigenous people, visible minorities and persons with disabilities.

Introduction

Elections Manitoba (EM) is an integrity driven organization dedicated to ensuring free, fair, and accessible elections for the people of Manitoba. As an independent office of the Manitoba Legislative Assembly, EM is steadfast in upholding the core values of democracy. The team at EM is committed to fairness, integrity, respect, excellence, participation, innovation, and accountability, striving to create an environment where every vote counts.

Elections Manitoba is seeking a self-motivated and proactive individual to oversee the management of the Manitoba Voter Register. The position will be responsible for timely updates of voter information in a variety of ways including directly working within the register; overseeing the activities of various teams that use the register; and/or providing advice and direction to returning offices and field staff. This work is done within a secure IT environment and must adhere to legislation, policies and procedures that protect voter information.

If you are excited about the opportunity to contribute to the delivery of free, fair and accessible elections, we invite you to apply and join our team.

Conditions of Employment:

- Must be legally entitled to work in Canada
- Must be, and remain, politically non-partisan in both perception and fact.
- Must provide and maintain Satisfactory Criminal Record Check.
- Must be willing and able to work evenings, weekends and overtime as required to meet operational needs.
- Access to a vehicle, ability and willingness to travel throughout Manitoba.

Qualifications:

Essential:

- Post-secondary education in Social or Political Science, Business Administration, Public Administration or an acceptable combination of education, training, and experience.
- Experience in an administrative or supervisory role.
- Political acumen and the ability to manage confidential, controversial, and sensitive material and situations with tact and diplomacy.
- Exceptional written, presentation, and oral communications skills and the ability to develop and present complex material in an easy-to-understand format.

- Excellent interpersonal skills with the ability to develop and maintain strong working relationships with a variety of internal and external stakeholders.
- Ability to work independently and take initiative, with strong teamwork skills to direct the work of others and deliver project objectives within deadlines.
- Strong problem-solving, decision-making, and organizational skills with the ability to manage a high-volume workload with competing priorities.
- Strong research and analytical skills with the ability to interpret legislation, analyze data, and prepare reports with recommendations.
- Excellent Microsoft Office skills (Word, Excel, Outlook, PowerPoint, and SharePoint);

Desired:

- Knowledge of the electoral process.
- Knowledge/experience working with databases, applications and interfaces, such as event registry and life event application processing, or similar software.

Duties:

The Voter Registration Officer provides project management services to develop and implement an overall work plan to update the register on an ongoing basis. The position must ensure and oversee the consistent implementation of legislation and policies affecting the register and perform research to keep abreast of best practices and emerging issues around voter registration, including consulting with other jurisdictions as required, to gather knowledge and learnings to apply to Manitoba's register.

Acting as the central point for inquiries, the Voter Registration Officer provides advice and direction on the secure use of the register in accordance with policies and legislation. The incumbent will also be responsible for organizing efficient, secure and ongoing work related to the register and the voters list to support an election across 57 electoral divisions. The incumbent will also be responsible for using and managing the application to update records, produce reports, and perform analytical work of register data, and applying analytical skills to problem-solve issues that arise with voters, third party data and register operations. Coordinating the collection of information from various sources and liaising with internal and external teams to maintain accurate and clean data sets is also required.

The Voter Registration Officer will be a knowledge champion and work with internal teams to give direction, training, and advice on the secure and appropriate use of the application in updating the register.

Apply to:

Advertisement No. 45007
 Manitoba Legislative Assembly
 Human Resource Services
 302-386 Broadway
 Winnipeg MB, R3C 3R6
 Phone: 204-945-7279
 Fax: 204-948-3115
 Email: hr@legassembly.mb.ca

Competitive Process: In addition to a board interview(s), the competition will include a comprehensive written assessment. The successful incumbent will be subject to a six (6) month probationary period.

An eligibility list may be created to fill future vacancies.

Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process.

WHEN APPLYING TO THIS POSITION, PLEASE INDICATE THE ADVERTISEMENT NUMBER AND POSITION TITLE IN THE SUBJECT LINE AND/OR BODY OF YOUR EMAIL.

Your cover letter, resumé and/or application must clearly indicate how you meet the qualifications.

We thank all who apply and advise that only those selected for further consideration will be contacted.