



Job Opportunity – Election Communications Officer

Job Title:	Election Communications Officer
Position Type:	Temporary – full-time
Duration:	One year (possibility of extension)
Location:	Dartmouth, Nova Scotia
Wage:	\$29.70 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

Reporting to the Director of Policy and Communications, the Election Communications Officer supports the planning, development and implementation of ENS's communications program for the 42nd provincial general election, to be held on July 15, 2025. The focus areas of the Election Communications Officer position are the development and monitoring of social media and emerging issues, implementation of ENS brand initiatives, supporting website communications, the production of communications materials, and supporting ENS's outreach program for special elector groups to promote inclusion, diversity, equity, and accessibility.

Duties and Responsibilities

Responsibilities for the Elections Communications Officer include:

- Developing and managing digital and social media content as well as website communications
- Engaging in stakeholder and media relations
- Supporting issues management
- Writing content for election materials and other public announcements
- Engaging with special elector groups through outreach programming, and maintaining partnerships through ENS's Inclusion, Diversity, Equity and Accessibility (IDEAS) Committee

Experience and Skills

- The ideal candidate will have strong verbal, writing, editing and digital skills and understand a broad range of communications tools
- The successful applicant must demonstrate experience in developing and implementing communications strategies, social media/digital, as well as stakeholder and media relations
- Intermediate user skills in Microsoft Word, Excel, and PowerPoint are required
- The Elections Communications Officer must have the ability to work independently as well as collaboratively with team members and stakeholder partners
- Excellent organization and time management skills are a must
- Cultural competency and understanding of best practices in the areas of inclusion, diversity, equity, and accessibility would be considered an asset
- Additional languages would be considered an asset

Education

University degree or college certificate in a related discipline and one (1) year professional communications experience or an acceptable equivalent. In addition to education, successful candidates must demonstrate an appropriate combination of the above listed skills and experience.

Additional Information

- The successful candidates must remain non-partisan while working with ENS
- The Election Communications Officer will work at ENS head office in Dartmouth but may also work remotely on a flexible basis with the approval of the Director of Policy and Communication

Job posting closes: Friday, April 5, 2024

Please send resume to elections@novascotia.ca and in the subject line of the email refer to the Election Communications 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.*