



Job Description

Job Title:	Trainer - Alternate
Location:	Varies. Two positions are available – one for Alberta – North and one for Alberta – South.
Full/Part Time:	If appointed to an electoral division, part-time leading up to the election period (pre-September 21); full-time (up to 250 hours) during the election period
Regular/Temporary:	Contract term to expire on Election Day
Scope:	Open Competition
Closing Date:	Until all recruitment is complete

Job Overview:

The Trainer - Alternate will be trained and prepared for an appointment to an electoral division on short notice should a vacancy arise within their designated area in the province. Travel for extended periods may be required during an election event.

Until appointed to an electoral division, this position reports to the Returning Officer for their area of the province. The Returning Officer reports to the Office of the Chief Electoral Officer (Elections Alberta), an independent office of the Legislative Assembly of Alberta.

Trainers conduct in-person, scenario-based training for the election officers in each electoral division. This training includes technology-based processes for Advance Vote and paper-based processes for Election Day.

Role:

The Trainer - Alternate may be appointed to an electoral division should a vacancy arise within their designated area in the province at any time before or during the electoral event.

Upon learning of a challenge or issue in a returning office, the Trainer - Alternate will communicate the concern to the Returning Officer who will work with Elections Alberta to identify which staff is most suited and available to fill in.

The actual duties required of the Trainer - Alternate may include any or all of the following, depending on the timing of a potential appointment to an electoral division. Direction will be provided at the time of the appointment by the Returning Officer of the electoral division they are appointed to.

General

Under the guidance of the Returning Officer, the Trainer - Alternate will:

- Plan and organize a workable class schedule, that takes into consideration the large number of election officers that will need to be trained. This will include scheduling classes during the day, evenings, and on weekends, while also planning for the appropriate size of each class and determining the local venues where staff can attend their training.
- Prepare for classroom training sessions, following the approved training program created by Elections Alberta, while also setting up the classroom in a prescribed manner, preparing supplies and materials for distribution, and cleaning up after each session.
- Monitor the completion of online training taken by election officers before classroom training, following up individuals who have not completed online training before their scheduled classroom session.
- Assist in the recruitment of staff, per Elections Alberta's guidelines.
- Support election officers in the completion of their duties, by performing site visits to voting places on voting days.

Eligibility / Restrictions:

All Trainer - Alternates must be eligible for appointment as an election officer (s. 46). During their appointment, trainers should not engage in any political activity.

Persons Ineligible to be Election Officers (s. 46)

- members of the Parliament of Canada,
- members of the Legislative Assembly,
- municipal councillors,
- school board trustees,
- candidates,
- official agents,
- chief financial officers
- judges of federal or provincial courts,

- persons who have within the immediately preceding 10 years been convicted of an indictable offence where the penalty that may be imposed for that offence is greater than 2 years' imprisonment.

Prohibited Political Activity

- Engaging in political activity of behalf of any political party, candidate or constituency association,
- Making a contribution under the *Election Finances and Contributions Disclosure Act*.

Qualifications and Competencies:

Knowledge

Successful candidates must:

- Understand the *Election Act*,
- Understand the duties required of a Trainer,
- Use adept knowledge of adult education to deliver prescribed training programs,
- Use both traditional and modern educational techniques,
- Have a strong familiarity with computer systems and related technologies, including:
 - Proficiency working in Microsoft Windows,
 - Proficiency with Microsoft Office (Word, Excel, Outlook, etc.),
 - Aptitude working with Internet-based software and applications, and
 - Ability to troubleshoot issues relating to computers and electronic equipment.

Skills

Successful candidates should demonstrate:

- Organization
 - Effective coordination of schedules, planning, and time management.
 - Attention to detail and accuracy when delivering training programs.
 - Use and distribute training material provided by Elections Alberta.
 - Capability to assist with hiring election officers.
- Communication and Interpersonal Skills
 - Effective communication skills, both oral and written.
 - Strong public speaking skills, with clear enunciation and delivery.
 - Competency working responsibly within an established chain of command.
 - Additional languages, oral or written, are an asset.

Abilities

The successful candidate should also demonstrate:

- Flexibility
 - This role requires flexibility in both the start date of work as well as the hours of work throughout the electoral event.
 - Ability to learn new skills.
 - Adaptability to changing timelines.
- Mobility
 - The role requires that applicants be able to lift 9kg (20 pounds) and can sit for extended periods.
 - Access to a vehicle and a valid driver's licence (class 5) is required, as travel within the electoral division is necessary.

Fees and Honorariums:

The Trainer - Alternate will be paid a monthly honorarium of \$50.00 starting in the month that they are commenced and ending fee for service at the rate of \$25 per hour for all pre-election activities, if any, and training attended. For the election period, the Trainer - Alternate will be paid for hours worked at the rate of \$25 per hour, for a minimum of 50 hours (minimum fee of \$1,250) to a maximum of 200 hours if appointed to an electoral division. This rate includes all pay, including overtime and 4% vacation pay. Source deductions (Income Tax, EI, and CPP) will be taken based on the submitted TD1 and TD1 AB forms.

The Trainer – Alternate is reimbursed for all required travel at the rates specified in the Office Staff Fee Schedule (<https://www.elections.ab.ca/uploads/Trainer-Fee-Schedule-As-of-February-1-2026.pdf>) and the Travel, Meal and Hospitality Expense Policy.

Expenses

Travel to and within the assigned geographical area, and to and from training sessions may be required. The following expenses may be claimed where travel is required:

1. use of a private vehicle at a rate of \$0.570 per kilometre travelled,
2. accommodation in the amount shown on the bill if service delivery requires overnight stay, and
3. meal allowances in the following amounts, if service delivery requires travel outside the municipality in which the Trainer resides.
 - a. An allowance of \$13.00 for breakfast, if the departure time is 7:30 a.m. or earlier or the return time is 7:30 a.m. or later, or

- b. An allowance of \$18.00 for lunch, if the departure time is 1:00 p.m. or earlier or the return time is 1:00 p.m. or later, or
- c. An allowance of \$28.00 for dinner, if the departure time is 6:30 p.m. or earlier or the return time is 6:30 p.m. or later.

The Election Clerk - Alternate is expected to submit their expenses with other supporting documentation required by Elections Alberta upon the completion of each activity.

How to Apply:

For more information about this position and to start the application process, please visit the "Jobs" section of our website, at www.elections.ab.ca/jobs/.

We thank all applicants for their interest. All applications will be reviewed to determine which candidates' education and experience best meet the needs of the position. Only individuals selected for interviews will be contacted. Final candidates for these positions may be asked to undergo a security screening.

This competition may be used to fill future vacancies for provincial and federal election staff positions.