



Job Description

Job Title:	Trainer
Location:	Residing in the electoral division preferred; election office to be established in the electoral division in a location approved by the Chief Electoral Officer
Full/Part Time:	Up to 200 hours to be completed during the election period
Regular/Temporary:	Contract term to expire on Election Day for the next provincial general election
Scope:	Open Competition
Closing Date:	Until all recruitment is complete

Job Overview:

This position reports to the Returning Officer in the electoral division. The Returning Officer reports to the Office of the Chief Electoral Officer (Elections Alberta), an independent office of the Legislative Assembly of Alberta.

One Trainer will be appointed to each provincial electoral division, to conduct in-person, scenario-based training for that division's election officers. This training includes technology-based processes for Advance Polls and paper-based processes for Election Day.

Role:

General

Under the guidance of the Returning Officer, the Trainer 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 polling places on voting days.

Eligibility / Restrictions:

All Trainers 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,
- councillors under the *Municipal Government Act*,
- trustees of a board of trustees under the *School Act*,
- candidates,
- official agents,
- 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.

Salary:

See Returning Office Staff Fee Schedule.

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.