



# THE CORPORATION OF THE TOWN OF COBALT

## We are hiring Election Workers for the upcoming 2026 Municipal Election!

Join the election team and take on the important task of working on  
Advance Voting Day (Saturday, October 17, 2026) and Election Day (Monday, October 26, 2026)

### Employment Requirements

- Legally able to work in Canada
- Must successfully complete schedule training session for your assigned role
- Attention to detail and strong customer service skills required
- Fluency in English is required and other language an asset.
- Past Election experience is an asset (Municipal, Provincial or Federal)
- Election workers must not be related to any candidate running for office and must not be actively working for any election campaign.

### Positions:

#### Lead Deputy Returning Officer (1 Position Available)

- Provide leadership support and guidance to other DRO's as needed
- Attend mandatory training and review all training material prior to Voting Day
- Perform all duties of the Deputy Returning Officer

#### Deputy Returning Office (DRO) (2 Positions Available)

- Attend mandatory training and review all training material prior to Voting Day
- Assist with the set up of the voting station.
- Complete manual forms with accuracy, legibility and efficiency.
- Ensure staffing resources, supplies and poll layout conforms with Elections standards.
- Verify elector identification and qualifications to vote, issue ballots to eligible electors.
- Count the ballots and complete the paper-based Ballot Statement after the closing of the polls.
- Shut down the voting location, pack any poll materials and supplies to be returned to the municipal office.
- Administer Oaths as required

#### Poll Clerks (3 Positions Available)

- Attend mandatory training and review all training material prior to Voting Day
- Assist with the set-up of the voting station
- Assis DRO with election tasks
- Assist the DRO count the ballots and complete the paper-based Ballot Statement after the closing of the polls.

#### Information Officers (2 Positions Available)

- Attend mandatory training and review all training material prior to Voting Day
- Ensure the voting location is accessible to the electors.
- Complete tasks manually, using paper forms and lists at the voting location.
- Verify electors identification including name and address.
- Assist electors with disabilities, if required.
- Manage a large flow of electors within a voting location.
- Perform manual revision and additions to the List of Electors using hard copy forms.

### To Apply:

Please submit a brief resume with the following information:

- Your full name
- Contact information
- The position you are interested in
- Summarize your qualifications and relevant experience

to:

Jaime Allen  
Interim Clerk-Treasurer  
18 Silver Street, Cobalt ON P0J 1C0  
[jallen@cobalt.ca](mailto:jallen@cobalt.ca)

We thank all applicant for their interest, however only those selected for interviews will be contacted.

*The Town of Cobalt is an Equal Opportunity Employer. Accommodations will be provided upon request in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will only be used for the purposes of the candidate selection.*