



# Employment Opportunity SEO - Trustee Election

<b>Date:</b> June 2, 2022	<b>Start Date:</b> Immediate
<b>Position:</b> Senior Election Official (S.E.O.)	<b>Assignment:</b> Duration dependent on division needs & elections
<b>Location:</b> Pine Creek School Division Office	<b>Closing date:</b> open until successful candidate fills position

Pine Creek School Division (PCSD) is looking for a Senior Election Official (S.E.O.) to be responsible for the delivery and control of our electoral events. Under the general direction of our Secretary-Treasurer, you will operate in accordance with the duties assigned by the *Municipal Councils and School Board Elections Act* (<https://web2.gov.mb.ca/laws/statutes/ccsm/m257e.php>).

Your general duties will include but will not be limited to:

- Prepare and plan for upcoming elections by carrying out preliminary tasks such as identification of suitable polling sites; recruit and train other election officials; reviewing the electoral districts addressing information to ensure that electors are registered at the correct designated address; establish or revise polling division boundaries in consultation with local municipalities, etc.
- Plan and organize delivery of access to voting
- Manage and control of financial, material, and human resources through budget management, recruitment and training of staff, etc.
- Receive school trustee nominations
- Establish and maintain an up-to-date voters list for the various PCSD wards
- Coordinate polling stations for trustee election purposes with SEOs of all Municipalities

The successful applicant will possess the following qualifications:

- Knowledge of the *Municipal Councils and School Board Elections Act*
- Strong management, organization and communication skills
- Exceptional communication skills
- General knowledge of the electoral area
- Ability to work independently and as part of a team
- Demonstrated proficiency in the use of personal computers, related software applications including database systems in a Windows environment (ie. Word, Excel, etc.)
- Fluency in both official languages English and French would be considered an asset

Interested candidates are invited to submit a cover letter and resume, along with three (3) references on or before 4:00 pm on the closing date listed above to:

Human Resources  
Pine Creek School Division  
Email: [hr@pinecreeksd.mb.ca](mailto:hr@pinecreeksd.mb.ca)

**Note:** We thank all applicants for their interest, however, only those selected for an interview will be contacted.

*Pine Creek School Division welcomes diversity in the workplace and encourages applications from all qualified candidates, including women, aboriginal peoples, people with disabilities and racial minorities.*