



INFORMATION SHEET FOR TERRITORIAL RETURNING OFFICER POSITION

THE NON -PARTISANSHIP

- Elections Yukon is an independent, non-partisan office responsible for the administration of territorial general elections, school council elections, and school board elections.
- All Returning Officers must be non-partisan at all times during their appointment.

THE POSITION

- Returning Officers are responsible to the chief electoral officer for the preparation and delivery of fair, compliant and impartial elections in their electoral district.

THE AVAILABILITY

- Elections Yukon must be ready to deliver an electoral event at any time.
- Throughout their terms of appointment, Returning Officers must be available part-time to complete training and carry out preparatory assignments.
- All Returning Officers must be prepared to complete 1-2 days training and additional readiness tasking activities when required.

THE HOURS

- Pre-Event: flexible part-time for tasking and some scheduled training is required.
- Election Period:
 - During the election, Returning Officers must be able to begin administration of the electoral event in their electoral district immediately and as requested for the duration of the election period.
 - Offices are open daily afternoons and evenings.
 - Other specific days such as the Close of Nomination Day, the two Advance Polling Days and Polling Day the hours will be longer, up to 15 hours a day.

FEES

- Election period pay is \$5,750 with additional pay for certain milestone activities with a yearly honorarium of \$545.
- Readiness tasks are conducted normally in 4-8 hour blocks and at least four times a year done on your own time at \$28/hr.
- Fees under review.

THE QUALIFICATIONS AND SKILLS

- Management experience, service oriented, well organized, strong communication skills and computer proficiency.
- Able to work in dynamic and fast paced work environment. Previous election experience is not required.
- For more information see the job description or contact **1-866-668-8683** or info@electionsyukon.ca