



## **ELECTORAL OFFICER**

Qalipu First Nation is looking to fill an Electoral Officer contract position to cover the period of September 16<sup>th</sup>, 2024, to November 1, 2024.

**Location of Position:** Location of the successful applicant, options are as follows: Corner Brook, Gander, Grand Falls-Windsor or Stephenville

**Position Reports to:** Mr. Rod Bennett., Director of Operations

**Job Description:** The Electoral Officer is responsible for the implementation of the 2024 Qalipu First Nation Band Council election in accordance with the Custom Election Regulations.

### **Responsibilities:**

- Managing the election, ensuring a fair and democratic process
- Ensuring all eligible voters have access to the electoral system
- Enforcing all rules and deadlines as outlined in the regulations
- Development of public notices in accordance with regulations and processes
- Preparing nomination forms
- Overseeing the nomination process
- Design and development of ballots, notices, reports, forms, and any other printed materials
- Oversee the voting process with Intelivote
- Handling any complaints by candidates and/or voting members using absolute discretion
- Preparing and posting final election results
- Assisting in creating public awareness of the 2024 Band Council election

**Qualifications:** Previous training and employment in elections processes would be an asset. An equivalent combination of experience and training will be acceptable. Must provide certificate of conduct.

**How to Apply:** If you are interested in this contract position, please submit your letter of interest outlining your qualifications electronically to [rbennett@qalipu.ca](mailto:rbennett@qalipu.ca). Submission should be addressed to:

**Rod Bennett**  
**Director of Operations**  
Qalipu First Nation  
28 Hardy Ave  
Grand Falls Windsor, NL, A2A 2P9

**Deadline for receipt of submission:** Thursday August 22<sup>nd</sup>, 2024, at 4:00pm