



ELECTORAL OFFICER

Qalipu First Nation is seeking to fill an Electoral Officer contract position for the period of May 11, 2026 to June 26, 2026, with the possibility of a brief extension should election timelines or appeal processes require additional time.

Location of Position: Corner Brook

Position Reports to: Rod Bennett, Director of Operations

Job Description: The Electoral Officer is responsible for the implementation of the 2026 Qalipu First Nation Band Council by-election in accordance with the Custom Election Regulations.

Responsibilities:

- Manage the election process, ensuring it is conducted in a fair and democratic manner
- Ensure all eligible voters have access to the electoral system
- Enforce all rules and deadlines as outlined in the regulations
- Develop and issue public notices in accordance with established processes
- Preparing nomination forms
- Oversee the nomination process
- Design and coordinate the production of ballots, notices, reports, forms, and any other election materials
- Oversee the voting process in collaboration with Intelivote (electronic voting provider)
- Handle complaints from candidates and voters with discretion and confidentiality
- Prepare and publish final election results
- Support public awareness efforts related to the 2026 by-election

Qualifications:

- Experience in election administration or related processes is considered an asset
- An equivalent combination of education and experience will be considered
- Must provide a Certificate of Conduct

How to Apply: Interested applicants are invited to submit a letter of interest outlining their qualifications by email to 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: Friday, May 1, 2026 at 4:00pm