

Job Posting: Assistant Presiding Deputy



Assistant Presiding Deputy

Join the team behind one of Edmonton's most important events—the 2025 Edmonton Election.

As an Assistant Presiding Deputy, you'll support the Presiding Deputy in running a smooth, efficient and inclusive voting station. You'll play a key role in setup and closing, supporting voting, leading the team and managing ballots throughout the day. Full training is provided so you can step in wherever needed, including taking over as Presiding Deputy if required.

What will you do?

- Assist with ensuring that the voting station is set up and fully organized with all necessary equipment and supplies prior to opening and throughout the voting opportunity
- Guide the voting process accurately and efficiently
- Assist the Presiding Deputy in tracking ballot usage, maintain detailed records, and accurately enter data in a timely manner
- Manage inventory of ballots and essential supplies, proactively identify and coordinate resupply needs to avoid operational delays
- Uphold voter privacy through consistent implementation of secure practices, safeguarding confidential information
- Provide assistance and accommodations to electors, ensuring accessibility and inclusivity
- Guide election workers in addressing questions and resolving issues, escalating to the Presiding Deputy when necessary
- Assist the Presiding Deputy in managing interactions with candidates, scrutineers, electors, and other visitors to the voting station
- Maintain a clean, organized, and safe voting station environment
- Adhere to all established safety protocols including emergency evacuation procedures

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Qualifications:

- Proficiency in laptop usage for data entry into an internal database

Assets:

- Previous supervisory experience
- Previous experience as an election worker

- Fluency in a language other than English

Conditions of Employment:

- Minimum of 18 years of age by October 6, 2025 for Advance Voting or by October 19, 2025 for Election Day
- Access to a cell phone while on-duty
- Valid Alberta Class 5 driver's licence (or provincial equivalent), access to a vehicle and proof of appropriate insurance (*for Institutional and Standby roles only*)
- Complete mandatory training including a set of online modules (requires access to a computer and internet connection) and an in-person role-specific training session
- Remain onsite at the voting station during scheduled breaks and meal times

Skills required for success:

- Proven ability to engage respectfully and inclusively
- Capacity to lift supplies weighing up to 20lbs (9kg)
- Strong mathematical, organizational and verbal and written communication skills
- Ability to read and interpret maps
- Demonstrated knowledge of election processes

Note: Voting station staff must remain on-site at the voting station for the entire shift, including closing procedures (no off-site breaks). Smoking is not permitted on the property of voting stations.

Work Opportunities:**Election Day: October 20, 7 a.m. to 9 p.m.**

1-day commitment, approximately 14 hours

\$391.80 (1-day rate) + \$96.34 training rate + \$15 cellphone allowance

Total Compensation: \$503.14 (refer to pay rate notes)

Election Day Shift Extension: October 20, Start of Count to End of Count

1-day commitment, approximately 2 hours

\$48.17 (1-day rate) + \$24.08 training rate

Total Compensation: \$72.25

**Join the count team! Limited spots per voting station.*

Advance Vote: October 7-11, 10 a.m. to 9 p.m.

5-day commitment, approximately 11 hours per day

\$1,451.10 (5-day rate) + \$96.34 training rate + \$15 cellphone allowance

Total Compensation: \$1,562.44 (refer to pay rate notes)

Important Pay Rate Notes:

- If you accept multiple assignments during Advance Vote and on Election Day, training requirements and pay will be adjusted accordingly.
- Cell phone allowance is a one-time payment.

Number of Openings (up to): Up to 234

Work Location: Various locations across the City

How to Apply:

1. Complete an [online application](#).
2. It is recommended that you **upload a resume** as part of your application. Tip: Your resume should highlight your election experience (if any) and other similar roles.

The City of Edmonton values applicants with a diverse range of skills, experiences and competencies, and encourages you to apply. We strive to provide reasonable access and accommodations throughout the recruitment process. To request an accommodation, please contact employment@edmonton.ca.