

Job Description

Independent Electoral Commission Chief Commissioner

(Paid position)

Description:

The Independent Electoral Commission [IEC] Chief Commissioner will be responsible for coordinating elections, by-elections, and referendum that adhere to all related policies, by-laws, and regulations of the Society.

Duties and Responsibilities

- Administer the IEC budget
- Approve campaign literature and expenses
- Supervise the IEC Commissioners (which includes but not limited to create schedules and assigning office hours)
- Write reports to present on a timely basis to the Campaigns, Research, and Policy Coordinator on the status and results of elections, or referenda, and recommendations for elections and referenda process improvements
- Coordinate engagement initiatives by the IEC Commissioners
- Coordinate the administration of complaints and inquiries related to the SFSS elections and referenda
- Chair candidate debates, and other election related events as needed
- Submit requests for staff support on behalf of the IEC
- Approve candidates and referenda questions
- Approve all other referenda and election ballots
- Maintain office hours and ensure that members are informed of these hours
- Other duties as required

Requirements

- The IEC Chief Commissioner shall be an active member in good standing of the Society, except that no current member of or candidate for the Board, Council or a Faculty Student Union may serve as a member of the IEC
- Strong communication skills, writing and word processing skills, as well strong attention to detail and organization skills

To apply, email your resume, cover letter and availability to jobs@sfss.ca citing that you are applying for the **IEC Chief Commissioner** position in the subject line. Acceptable file formats include MS Word documents or PDF files. Unreadable files will be ignored. Applications must be received no later than **10:00 a.m. (PST) on September 18th**. Desirable start date: October 2nd, 2017. Candidates must be available to work Monday to Friday during regular office hours. Only applicants who are selected for interviews will be contacted.