

Job Description

Independent Electoral Commission Commissioners

(Paid position)

Description:

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

Duties and Responsibilities

- Take direction from and support the IEC Chief Commissioner
- Support outreach campaigns to promote the SFSS elections and referenda
- Support the administration of complaints and inquiries related to the SFSS elections and referenda
- Maintain office hours as directed by the IEC Chief Commissioner
- Other duties as required

Requirements

- The IEC Commissioners 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 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.