



Cowessess First Nation #73

P.O. Box 100 Cowessess, SK S0G 5L0
(p) 306-696-2520 | (f) 306-696-2767

Employment Opportunity

POSITION: Supervisory Deputy Returning Officer

CLASSIFICATION: Part time Term

WAGE: \$20.00

DEPARTMENT: Elections Saskatchewan Team

JOB SUMMARY:

This position will assist the Saskatchewan Elections Team preparing the upcoming elections in October 2024. This position will assist the Returning Officer with identifying a poll location, help identify poll worker, assist with organizing poll worker training and working as the supervisor for you poll location during election day and any other additional tasks on behalf of the Elections Saskatchewan Head Office.

Additional Information

- ✓ Must be willing to take online training that will help prepare you for the work ahead over the next 8 months.
- ✓ Rate of pay is \$20.00 per hour at 40 – 50 hours until election is called then hours will increase until election is complete.
- ✓ Training and mentorship will be provided but previous election work would be an asset.
- ✓ Must have excellent communication skills with knowledge of Cowessess Community.
- ✓ Must be friendly with the ability to communicate with Cowessess Members.
- ✓ You will be provided a monthly timesheet to record your hours from the Election Team and timesheet must be submitted to the Returning Officer for payment.
- ✓ **Start date is April 1, 2024**
- ✓ Once hired, you will be contacted and sent payroll documents, and an online training link with your login credentials. Following the training, a meeting will be set (by telephone, zoom or teams) to meet the Returning Officer.
- ✓ Valid Driver License and reliable vehicle would be an asset.
- ✓ **If you have any immediate questions please contact Lloyd Dalziel, Elections Saskatchewan @ 306-230-7302.**

ADDITIONAL INFORMATION:

Please send applications to:
Lloyd.dalziel@elections.sk.ca