



## Job Opportunity

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| <b>Job Title:</b> | Community Relations Officer (CRO)                      |
| <b>Location:</b>  | In your band community within your electoral district  |
| <b>Duration:</b>  | Prior to, and during the writ period (approx.2 months) |

### Job Overview

The Community Relations Officer (CRO) shall be appointed in each of the Tribal Council communities of the Union of Nova Scotia Indians and the Confederacy of Mainland Mi'kmaq. This position works in cooperation with a Returning Officer at large responsible for this initiative and reports to the Returning Officer (RO) of the electoral district but may interact with the Office of the Chief Electoral Officer (OCEO) as required. This position will serve band members in the following way:

- Increase election awareness: election processes and timeframes;
- provide elector information: how, when and where to register and vote;
- explain the importance of registering and voting;
- assist with any registration initiatives organized by the returning officer; and
- make voting and candidate information as accessible as possible in your community.

### Key Activities

The CRO shall work with the returning officer at large and assist the RO and the OCEO to deliver an election in their community.

Under the guidance of the RO, the CRO may:

- work with the returning officer at large responsible for the overall strategy delivery;
- Assist OCEO in Information Sharing Agreement activities;
- complete a community profile;
- direct individuals to elections website or provide RO contact number or email;
- interact and share information on a daily basis with community band members;
- make nomination papers available to individuals considering candidature;
- alert the RO and be present when nomination papers and candidate deposits are to be delivered;
- post notices as directed by the RO;

- source polling station availability;
- assist with any registration activities planned by the RO
- deliver advance/special voting polls;
- execute all plans and preparations for polling day;
- serve as deputy returning officer; and
- recruit additional election workers.

## **Skills**

Some of the key abilities a CRO should possess:

- non-partisanship while working with ENS
- the ability to be seen as politically neutral within the community;
- excellent verbal communication skills that allows for information to be delivered in the simplest explanations;
- the willingness to be an effective team player, but capable of working independently; and good organization and time management skills;
- IT Experience

## **Education**

The position of Community Relations Officer (CRO) is best served through the completion of Grade 12 or equivalent. Some University or College is preferred. However, equivalencies will be considered. Education alone is not the sole criteria when determining suitability for an appointment to the position of CRO. In addition to education levels, successful candidates must demonstrate an appropriate combination of the above listed skills and work experience, and possess qualities that ensure public trust.

## **Ineligibility**

Persons may not be eligible for consideration of appointment to this position in accordance with Section 24 of Nova Scotia's *Act Respecting the Election of Members to the House of Assembly and Electoral Finance*.

Email your application to [elections@novascotia.ca](mailto:elections@novascotia.ca)