



## **Returning Officer for November 3, 2024, Elections**

**Eastern Shores School Board (ESSB)  
40 Mountsorrel,  
New Carlisle, QC, G0C 1Z0**

### **DESCRIPTION:**

The position requires a candidate with strong administrative and leadership skills who is prepared to undertake responsibilities for the management and oversight of the process, for the duration of the next election, scheduled for November 3, 2024. The Chief Returning Officer is:

- Responsible for ensuring that the Act respecting School Board Elections is followed.
- Responsible for hiring election staff, including deputy returning officer, and secretary, or other support personnel.
- Reports to the Director General of Elections Quebec (DGEQ) and ensures that all reporting deadlines are met;

### **QUALIFICATIONS**

- Given the complexity of the task required, prior experience in a previous election is essential;
- Familiar with the territory of ESSB;
- Available to travel, when and where required throughout the ESSB territory; and
- Possesses excellent organizational and communication skills.

### **REQUIREMENTS**

- The successful candidate must be fully bilingual (oral and written) insofar as all documentation and information is transmitted in the Official Language of Quebec.

### **SALARY AND ADVANTAGES:**

As per the Regulation respecting the remuneration and expenses of election officers, under the Election Act, chapter E-3.3, s. 549, "*Hourly remuneration equivalent to the hourly remuneration of an administration specialist at the maximum pay scale level, based on public service classification and norms.*"

### **DEADLINE FOR APPLICATION**

Please send your Curriculum Vitae (CV), as well as a letter of intent **by 4 p.m. March 19, 2024**, to:

*Eastern Shores School Board  
C/O Denis Gauthier, Secretary General  
40, rue Mountsorrel, New Carlisle (Québec) G0C 1Z0  
Email: [denis.gauthier@essb.qc.ca](mailto:denis.gauthier@essb.qc.ca)*

**Start Date:** To be determined between the school board and the successful candidate.

**End Date:** November 22, 2024 (with possibility for extension if required).

**Weekly work schedule:** To be determined between school board and successful candidate.

**Work Location:** New Carlisle.

Please be advised that ESSB will only contact the candidate selected for an interview. ESSB is committed to equal access to employment and encourages applications from Women, Aboriginal peoples, visible minorities, ethnic minorities and persons with disabilities.

