



REGIONAL DISTRICT OF MOUNT WADDINGTON
CHIEF ELECTIONS OFFICER
(Temporary Contract Position)

The RDMW is a Regional Local Government that serves approximately 11,000 residents across Northern Vancouver Island and parts of BC's Central Coast. Our jurisdiction includes the municipalities of Alert Bay, Port Alice, Port Hardy, Port McNeill, and unincorporated communities such as Coal Harbor, Holberg, Hyde Creek, Sointula, Winter Harbour, Woss and others.

The Regional District is seeking an experienced and qualified individual who will assume the role of Chief Elections Officer for the 2026 Local Government Election. Reporting directly to the Chief Administrative Officer, the Chief Election Officer will oversee and coordinate all aspects of the election process including:

- Ensuring all required election proceedings are observed and enforced
- Hiring and training of election day staff
- Securing and coordinating the polling locations
- Ordering and preparing supplies for the polling locations
- Preparing all statutory notices, declarations, forms and nomination packages
- Preparing the Voters List
- Preparing statistics and reports for the Regional District and Elections BC
- Coordinating the School Trustee election with School District No. 85

The ideal Candidate will:

- Have prior experience administering a local government election as a Chief Election Officer or Deputy
- Have knowledge of and be able to interpret legislation pertaining to elections
- Be extremely organized and detail oriented
- Posses strong interpersonal and communication skills
- Be proficient with Microsoft Office and familiar with web based applications
- Be a self starter requiring little to no direction
- Have a positive and energetic approach to work
- Possess a valid class 5 BC Driver's license and vehicle

Please apply to cao@rdmw.bc.ca by February 19, 2026 at 4:00pm.

Please ensure that your cover letter is addressed to David Kim, Chief Administrative Officer.

Commitment to Inclusion

The RDMW is an equal opportunity employer. We welcome applications from all qualified individuals, including indigenous peoples, visible minorities, persons with disabilities, and others who reflect the diversity of the communities we serve.

We acknowledge with respect and gratitude that the RDMW operates on the traditional territory of the Kwakwaka'wakw People. We are committed to building respectful relationships with indigenous communities and upholding reconciliation in both policy and practice.