



Position: Presiding Election Official (PEO)

Duration: Seasonal

**Remuneration: \$45.28/hour plus overtime as per the Employee Standards Act; and
\$100 for one mandatory training session**

The City of Abbotsford is seeking experienced and community-minded individuals to serve as Election Staff for the 2026 General Local and School Trustee Election. Advance voting will take place on October 7, 10 and 11, 2026, and General Voting Day is October 17, 2026.

Applicants must:

- Be legally entitled to work in British Columbia;
- Be 18 years of age or older;
- Be responsible for their own transportation to and from their voting location;
- Be available to work on General Voting Day, or Advance Voting Days;
- Act in a non-partisan and neutral manner;
- Follow written procedures and instructions;
- Provide courteous and professional service to the public;
- Complete one required training session and work at least one voting day to be eligible for remuneration;
- Be available to work a minimum 14-hour shift, starting at 7:00 a.m. and continuing through the close of voting, with additional time required as needed to serve all voters and complete site cleanup;
- Stay onsite for the duration of the day, including all breaks;
- Not be related to any candidate; and
- Not be actively working or volunteering for an election campaign.

Qualifications:

- Valid BC Drivers License and access to a vehicle on voting days
- Access to mobile smartphone for use during the day
- Supervisory and leadership experience, with the ability to direct a diverse team
- Customer service experience and excellent communication skills
- Ability to oversee, evaluate, anticipate and solve problems
- Attention to detail, mathematical competence and clear writing
- Strong computer knowledge and proficiency
- Endurance for a long day and ability to move tables and chairs
- Punctual, reliable, patient and strong team player
- Fluency in English required; fluency in other languages is an asset
- Previous municipal election experience as a PEO or an Alternate Presiding Election Official (APEO) is required

Responsibilities:

- Receiving election supplies and equipment, and ensuring they are stored securely
- Arriving promptly at 7:00 a.m. on Voting Day to oversee setup of the voting location

- Working closely with the APEO to provide leadership and direction throughout the day
- Supervising election staff, including coordinating breaks, assigning duties, and monitoring performance
- Maintaining the integrity, security and confidentiality of the election process
- Assisting candidate's scrutineers and official agents in accordance with election procedures
- Communicating regularly with Election Headquarters regarding operational issues, and any concerns that arise
- Accurately completing all required election forms and documentation.
- Assisting voters in a friendly, respectful and professional manner to ensure a positive voter experience
- Completing the ballot account form and other required documentation accurately
- Overseeing the closing procedures at the voting location, and
- Promptly delivering the tabulator, ballot account form, results tapes, voting books and other related materials, to Election Headquarters to support the timely tallying and reporting of election results

Training:

Mandatory training sessions will take place on the dates and times listed below.

*A PEO must attend one PEO/APEO training session.

Date	Time
Sunday, September 13, 2026	10:00 a.m. – 12:00 p.m.
	12:30 p.m. – 2:30 p.m.
Monday, September 14, 2026	10:00 a.m. – 12:00 p.m.
Saturday, September 19, 2026	12:00 p.m. – 2:00 p.m.

Successful applicants will be emailed a link to register for training.

Application:

Interested applicants can apply online at www.abbotsford.ca/elections/election-workers.