

**Skilled Trades Ontario**  
**Métiers spécialisés Ontario**

**Position Title: Communications Officer**

**Position Type: Full time – Permanent**

**Location: Toronto, ON**

**Job Band: 5**

**Salary Range: \$26.26 – \$33.31 / hour**

**Hours of work: 36.25 hr/week**

**Skilled Trades Ontario is a new Crown agency which replaced the Ontario College of Trades. It is responsible for skilled trades certification in Ontario, which includes:**

- **Establishing apprenticeship programs**, including training standards, curriculum standards and certification exams
- **Assessing experience and qualifications** of individuals who have not completed an apprenticeship program in Ontario
- **Issuing Certificates of Qualification** in all trades with certifying exams
- **Renewing Certificates of Qualification** in compulsory trades
- **Maintaining a Public Register** of people authorized to work in compulsory trades
- **Conducting research** in relation to apprenticeship and the trades

Skilled Trades Ontario is currently seeking a Communications Officer who can support Skilled Trades Ontario (“STO”) in delivering on-brand marketing and communications products and materials.

**The successful candidate will:**

- Assist with the preparation, writing, and editing of STO's Business Plan, Annual Report, and other publications;
- Assist with the writing and editing of communications and marketing products including: speeches, information/decision notes, presentation decks, website copy, advertising copy, correspondence for senior STO staff and other products, as required;
- Ensure that all copy writing stays consistent with our brand;
- Edit content created by team members;
- Support the overall marketing objectives of STO both externally and internally;
- Assist with the drafting of responses to a range of media including social media and public inquiries regarding STO; provide consistent messaging and responses to issues and effectively communicate and promote announcements, events and plans including strategies for the use of social media;
- Work closely with graphic design and web staff to ensure that marketing and communications materials are executed on brand;
- Monitor social media channels and provide responses to posts directed to Skilled Trades Ontario;

**Qualifications:**

- University degree in communications, journalism or public relations, or related field;
- Proven years of experience in communications, journalism, public relations, marketing and/or media relations;
- Experience working to deadline and managing multiple projects at the same time;
- Able to meet tight deadlines and execute flawlessly on projects in a fast-paced, often pressured environment;

**Knowledge of:**

- Communications and marketing methods, techniques and best practices including the use of social media and website content, in order to prepare reports, briefs, speeches, presentations and press releases;
- STO programs, policies, terminology, and the strategic directions and mandate to ensure content meets the needs of STO;

**Skills:**

- Verbal communication skills to provide consultative and communications advice and expertise across the organization for the planning, development and implementation of communication plans and products;
- Excellent time management and organizational skills to ensure departmental tasks are kept on track;
- Strong writing and editing skills to review draft reports, briefs, speeches, presentations, etc;
- Knowledge of Website design and content;
- Knowledgeable in the use of Social Media;

\*This position is represented by OPSEU.

\*Only those candidates selected for an interview will be contacted.

How to Apply: Please forward your resume, together with a separate cover letter by May 17, 2022, to [careers@skilledtradesontario.ca](mailto:careers@skilledtradesontario.ca). Only applications submitted via email will be accepted. Be sure to quote the following competition number in the subject line of your email: STO-017-22 - Communications Officer

We thank all applicants for their interest and will contact those whose skills, knowledge, and experience most closely match the requirements of the position.

STO embraces diversity and is committed to creating an inclusive workplace. Our goal is to attract, develop and retain highly talented employees from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and the STO's Accommodation Policy, accommodation will be provided at any point throughout the hiring process, provided the candidate makes their accommodation needs known to the STO. We welcome applications from all qualified persons.

The Skilled Trades Ontario is an equal opportunity employer