



Position Title: Manager, Corporate Communications

Position Type: Twelve (12) Month Fixed-Term

Location: Mississauga, ON

Job Grade: 7

Salary Range: \$102,102.52 - \$138,660.70/year

Hours of work: 36.25 hours/week

Reports to: CEO

This Posting is Applicable to: Internal/External Applicants

Skilled Trades Ontario (STO) 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.
- **Administering apprenticeship programs**, including approving apprentices and sponsors, registering training agreements and assessing applications for apprenticeship program completion.
- **Issuing certificates of apprenticeship** to completed Ontario apprentices.
- **Assessing experience and qualifications** of individuals who have not completed an apprenticeship program in Ontario.
- **Administering exams**, including certifying exams, in all trades subject to certifying exams.
- **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.
- **Researching** apprenticeships and the trades.

We are currently seeking a Manager, Corporate Communications, to develop and deliver strategic communications activities and lead the development, design, and production of key communications products in support of the STO's mandate.

Working with a dedicated team, this position will support the development of internal and external messaging, foster relationships with key members of the media, stakeholders and the public, serve as a communications partner in projects, manage relationships with external vendors and develop communication materials for media relations and brand-centric marketing collateral.

The successful candidate will:

- Develop and execute comprehensive communications plans to support the priorities of STO.
- Strategize, research, develop and execute a range of strategic communications products and materials including but not limited to communications and marketing plans, issue briefing notes, news releases, key messages, backgrounders, questions and answers.
- Effectively respond to interview requests, proactively gain media interviews and arrange for senior STO team members to participate.
- Work with the Registrar's Office in communications planning and preparation of speeches and presentations for the Registrar & CEO and board members.
- Build strong relationships with key stakeholders and media outlets.
- From a media relations perspective, manage a variety of social media platforms including Twitter, Instagram, YouTube, LinkedIn and other emerging platforms to promote STO.
- Manage the communications and media relations team members and budget.
- Provide support to the other program areas, as needed, on a variety of initiatives.

Qualifications:

- A post-secondary degree in communications, journalism, marketing, public relations or a related field.
- A minimum of seven (7) years' experience in communications and/or media relations, including demonstrated successful experience working with the media and experience in strategic communications, marketing and issues management.
- Experience identifying resource requirements, budgets, as well as developing action plans, campaigns, initiatives, events and managing the successful implementation of these strategies.
- Project management skills to plan, manage and execute strategies and undertake post-strategy evaluations and to manage external service providers and vendors.
- Experience managing and coaching employees, preferably within a unionized environment.
- Excellent verbal and written communications skills and interpersonal skills including tact and diplomacy.
- Knowledge of media and government relations tactics.
- Highly developed political acuity.
- Skilled trades-related experience would be considered an asset.

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

How to Apply: Please forward your resume, together with a separate cover letter to **careers@skilledtradesontario.ca**. Only applications submitted via email will be accepted by **October 24, 2025 at 5:00pm EDT**.

Be sure to quote the following competition number in the subject line of your email: **Manager, Corporate Communications - STO-034-25**.

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 STO's Accommodation Policy, accommodation will be provided at any point throughout the hiring process, provided the candidate makes their accommodation needs known to STO. We welcome applications from all qualified persons.

Skilled Trades Ontario is an equal opportunity employer