

JOB OPPORTUNITY

Position Title: Apprenticeship Advisor (*Bilingual*)

Position Type: Regular/Full-Time – *OPSEU represented

Location(s): Ottawa – La Cite

Job Band/Grade: 9

Hiring Range: \$40.59 to \$48.51/hour

Hours of work: 36.25 hours/week

Reporting to: Regional Manager, Apprenticeship Services

This posting is applicable to: Internal/External Applicants

Skilled Trades Ontario (STO) is a Crown agency 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.

STO is looking for the role of Apprenticeship Advisor to play a key role in promoting and supporting apprenticeship pathways by engaging with potential apprentices, employers, and industry stakeholders. Reporting to the Regional Manager, Apprenticeship Services, the Advisor provides guidance on apprenticeship registration, training progression, and program completion. This role includes assisting apprentices in navigating challenges that may impact their success, such as financial barriers, employer relationships, or training requirements. The Apprenticeship Advisor builds strong partnerships with educational institutions, community organizations, and employers to increase awareness of skilled trades careers and enhance program participation. Additionally, the Advisor supports apprentices in developing career plans and connects them with resources to achieve their professional goals.

Responsibilities:

Advocacy:

- Promote apprenticeship opportunities to potential apprentices, employers, and community partners through outreach, presentations, and workshops.
- Deliver information sessions at secondary schools, colleges, community centers, and industry events to increase awareness of skilled trades careers.
- Provide guidance and resources to educators and career counselors on integrating skilled trades education into school curriculums.
- Support targeted outreach initiatives to engage underrepresented groups, including women, Indigenous peoples, and newcomers, by facilitating access to information, mentorship, and training resources.
- Work closely with community organizations to promote skilled trades as a viable career path and connect individuals with apprenticeship opportunities.
- Assist in implementing apprenticeship registration, retention and completion strategies by identifying barriers to success and providing individualized support to apprentices.
- When needed assist the stakeholder relations team with outreach and promotional activities, including high school presentations and stakeholder and community events, to promote careers in the skilled trades.
- Track apprentice milestones, ensuring compliance with training standards and program requirements.

Consultation:

- Advise prospective and registered apprentices on program requirements, career pathways, and training options in the skilled trades.
- Conduct one-on-one consultations with apprentices to assess their interests, skills, and goals, offering tailored guidance on career development.
- Provide information on trade certifications, training standards, and industry expectations to ensure apprentices make informed decisions.
- Act as a liaison between apprentices, employers, and training providers to address concerns, resolve issues, and support a smooth apprenticeship experience.
- Assist employers and sponsors in understanding and navigating apprenticeship registration, training requirements, and funding opportunities.
- Help employers adhere to apprenticeship regulations, certification processes, and reporting obligations.
- Address issues related to training, retention, and program effectiveness to ensure successful apprenticeship experiences.

Stakeholder Relations:

- Work with relevant departments to respond to stakeholder inquiries and requests, flagging key issues to the management team as needed.
- Build and maintain strong relationships with employers to support their participation in apprenticeship programs.
- Conduct workshops or one-on-one sessions to educate employees on the benefits and responsibilities of apprenticeship programs.
- Lead regular industry meetings with local sponsors, TDAs, school boards, and other stakeholders on the general operations of Skilled Trades Ontario.

Teamwork:

- Collaborate with the Regional Manager, Apprenticeship Services to align outreach efforts, program support, and engagement strategies with organizational goals.
- Work closely with fellow Apprenticeship Advisors to share best practices, coordinate outreach initiatives, and ensure consistent messaging across stakeholder interactions.
- Partner with internal teams, including apprenticeship program coordinators and customer service staff, to streamline processes and enhance apprentice experience.
- Support cross-functional initiatives by contributing insights on apprenticeship trends, challenges, and opportunities to improve program delivery.
- Participate in regular team meetings, training sessions, and professional development opportunities to enhance skills and stay informed on policy or program updates.
- Foster a collaborative work environment by actively supporting colleagues, sharing workload during peak periods, and assisting in special projects as needed.
- Engage with external partners, such as training providers and industry associations, to strengthen relationships and improve service coordination for apprentices.
- Provide mentorship and peer support to new Apprenticeship Advisors, contributing to knowledge transfer and team development.

Qualifications:

- Valid driver's license and access to vehicle.
- Certified Journeyperson or postsecondary diploma or degree in education, skilled trades, workforce development, social services, or a related field, or equivalent combination of education and experience.
- Direct experience working in or supporting apprenticeship programs, skilled trades, or workforce development initiatives.

- Experience providing career counseling, employment services, or educational guidance, preferably within the skilled trades sector.
- Familiarity with apprenticeship pathways, trade certifications, and industry training requirements.
- Experience engaging with diverse communities, including underrepresented groups, to promote access to skilled trades careers.
- Experience in outreach, stakeholder engagement, or community-based program delivery.
- Bilingualism in both French and English.

Knowledge of:

- Public relations strategies and techniques.
- In-depth knowledge of apprenticeship programs and skilled trades careers.
- Expertise in community engagement and partnership development.

Skills Include:

- Exceptional knowledge of apprenticeship systems, trade certifications, and skilled trades career pathways.
- Excellent communication and presentation skills to engage with apprentices, employers, and industry stakeholders.
- Provide individualized career guidance and support to apprentices navigating training and certification processes.
- Outstanding interpersonal and relationship-building skills to foster connections with community organizations, training providers, and industry partners.
- Expert problem-solving skills to help apprentices address barriers to progression and program completion.
- Organizational and time management skills to balance outreach, consultations, and administrative responsibilities effectively.
- Cultural competence and ability to work with diverse populations, including women, Indigenous peoples, newcomers, and youth.
- Proficiency in using digital tools and platforms for outreach, record-keeping, and client engagement.

Personal Attributes:

- Passion for skilled trades careers and life-long learning.
- Commitment to diversity, equity, and inclusion.
- Adaptability and flexibility.
- Team player with a collaborative approach.
- Strong organizational and multitasking abilities.

Nice to have:

- Understanding of educational systems and curriculum development.
- Exercises judgment and tact in interaction with stakeholders.
- Ability to solve problems, soliciting team input and assistance from management.

What STO Offers:

- Work-life balance
- Comprehensive health and dental benefits
- RRSP matching (up to 6%)
- Employee Assistance Program (EAP) through TELUS Health with employee perks

Our Recruitment Process Includes:

- Step 1: Resume Screening
- Step 2: Phone Screening
- Step 3: Panel Interview(s)/Assignment
- Step 4: Selection
- Step 5: Offer of Employment

How to Apply: Please submit your resume to ADP by **June 10, 2026** via the following link:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ca763c0a-275d-409e-95c5-2b5d98d0de89&cclid=19000101_000001&jobId=611488&lang=en_CA&source=CC2

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

**This posting represents an existing vacancy.*

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

Skilled Trades Ontario is an equal opportunity employer.