

## JOB OPPORTUNITY

**Position Title:** Bilingual Communications Officer

**Position Type:** Regular/Full-Time and Fixed Term – \*OPSEU represented

**Fixed Term Contract Length:** Twelve (12) to Eighteen (18) months

**Location:** Mississauga, ON

**Job Band:** 5

**Hiring Range:** \$29.63 to \$37.58/hour

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

**Reporting to:** Manager, Corporate Communications

**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.

The Communications Officer supports Skilled Trades Ontario (STO) in delivering on-brand marketing and communications products and materials.

### **Responsibilities:**

- Assist with the preparation, writing, and editing of STO's internal and external communications and related 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 STO.

**Qualifications:**

- University degree or diploma in Communications, Public Relations, Journalism or related field.
- Proven years of experience in Communications, Journalism, Public Relations, Marketing and/or media relations.
- Demonstrated strong project management skills.
- 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 in order to prepare reports, briefs, speeches, presentations and press releases;
- STO programs, policies, terminology, and the strategic directions and mandate to ensure content meet 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.
- Knowledge of Website design and content.
- Knowledgeable in the use of Social Media.
- Strong writing and editing skills to review draft reports, briefs, speeches, presentations, etc.

**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

How to Apply: Please submit your resume to ADP by **June 16, 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=611698&lang=en\\_CA&source=CC2](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ca763c0a-275d-409e-95c5-2b5d98d0de89&cclid=19000101_000001&jobId=611698&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.

**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

*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.*