

JOB OPPORTUNITY

Position Title: Manager, Special Projects & Partner Engagement

Position Type: Regular/Full-Time

Location: Mississauga, ON

Job Grade: 7

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

Hours of work: 36.25 hours/week

Reporting to: Director, Public Affairs & Strategic Relations

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 Manager of Special Projects & Partner Engagement is responsible for leading the planning, execution, and delivery of key organizational initiatives that advance Skilled Trades Ontario's (STO) strategic priorities, stakeholder engagement, and public awareness of the skilled trades system.

The role oversees high-impact projects and external engagement initiatives, including province-wide career fairs (e.g., Level Up!), outreach events at schools and post-secondary institutions, and mobile or community-based initiatives such as STO on the Road. These initiatives play a critical role in increasing awareness, participation, and engagement across Ontario's skilled trades ecosystem.

The position also leads stakeholder engagement planning and execution across key audiences, including students, educators, training providers, employers, and industry partners. The role ensures initiatives are well-coordinated, aligned with STO's strategic objectives, and delivered with a consistent, professional, and impactful approach.

Working closely with internal teams and external partners, the Manager brings strong project management, stakeholder coordination, and operational execution capability to support the successful delivery of priority initiatives and special projects.

This role will also assist the CEO/Registrar's Office with managing stakeholder engagement.

Responsibilities:

- Lead the planning, coordination, and execution of key special projects and strategic initiatives.
- Oversee delivery of STO-led events and engagement initiatives, including Level Up! career fairs and STO on the Road.
- Manage external outreach and engagement events with schools, colleges, training providers, and community partners.
- Develop and implement stakeholder engagement plans aligned with organizational priorities.
- Build and maintain relationships with key stakeholders, including educators, employers, industry groups, and community organizations.
- Coordinate cross-functional project teams to ensure successful delivery of initiatives on time and within scope.
- Develop project plans, timelines, budgets, and performance measures for assigned initiatives.
- Monitor project progress, identify risks, and implement mitigation strategies.
- Ensure consistent branding, messaging, and quality across all events and engagement activities in collaboration with communications and marketing.
- Support evaluation and reporting on project outcomes, stakeholder engagement, and program impact.
- Identify opportunities to enhance stakeholder engagement approaches and expand STO's reach.
- Collaborate with communications and marketing teams to support promotion and awareness of initiatives.
- Collaborate and assist with mandate development for stakeholder engagement in the regions.

- Provide briefings and updates to senior leadership on project status and outcomes.
- Support additional special projects and strategic initiatives as required.

Qualifications:**Experience:**

- 5 – 8 years of experience in project management, stakeholder engagement, event management, or a related field.
- Experience delivering large-scale events or public-facing initiatives.
- Experience working with diverse stakeholder groups, including education and industry partners.
- Experience in public sector, not-for-profit, or community engagement environments is an asset.

Capabilities:

- Strong project management and organizational skills.
- Excellent interpersonal and stakeholder engagement abilities.
- Ability to manage multiple priorities and deliver under tight timelines.
- Strong communication and presentation skills.
- High level of initiative, adaptability, and problem-solving capability.
- Ability to work independently and collaboratively in a team environment.

Skills and Knowledge of:

- Strong project management and program delivery experience.
- Experience planning and executing large-scale events and stakeholder engagement initiatives.
- Knowledge of stakeholder engagement principles and public-facing program delivery.
- Understanding of Ontario's skilled trades environment is an asset.
- Ability to manage multiple concurrent projects with competing timelines.
- Strong organizational, coordination, and problem-solving skills.
- Excellent communication and relationship management abilities.

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 **July 15, 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=612941&lang=en_CA&source=CC2

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

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.

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.