

JOB OPPORTUNITY

Position Title: Corporate Secretary & Coordinator of Legal Affairs

Position Type: Regular/Full-Time

Location: Mississauga, ON

Job Grade: 8

Salary Range: \$123,534.84 to \$167,781.43/year

Hours of work: 36.25 hours/week

Reporting to: Chief Executive Officer/Registrar

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 Corporate Secretary & Coordinator of Legal Affairs is a senior governance and advisory role responsible for supporting the CEO & Registrar and Board of Directors in fulfilling their statutory, regulatory, and fiduciary obligations.

The role oversees Board and committee governance, ensuring effective, transparent, and compliant decision-making aligned with legislative requirements and best practices. It also serves as the central point of coordination for legal matters, supporting risk management, legal compliance, and corporate operations in collaboration with external counsel.

As a trusted advisor, the role provides guidance on governance, legal risk, policy frameworks, and legislative requirements, supporting sound decision-making and organizational accountability.

The position also leads STO's corporate policy framework and compliance reporting under the Agencies and Appointments Directive (AAD).

In addition, the role may act as or oversee the Hearings Coordinator function, supporting the administration and operationalization of statutory hearing processes, including intake, scheduling, documentation, and procedural compliance.

Responsibilities:

Governance & Board Operations:

- Serve as Corporate Secretary to the Board and its committees.
- Plan and administer Board and committee meetings (agendas, materials, minutes, resolutions).
- Ensure governance processes align with legislative and fiduciary obligations.
- Advise the CEO, Board, and senior leadership on governance best practices.
- Maintain corporate records, registers, and governance documentation.
- Support Board onboarding and governance education.

Legal Coordination & Risk:

- Coordinate legal matters and manage external counsel relationships.
- Support drafting and review of contracts and governance documents.
- Identify and mitigate legal and governance risks.
- Monitor legislative and regulatory developments.

Policy & Compliance:

- Lead STO's corporate policy framework, including development, tracking, and review cycles.
- Maintain a centralized policy register and ensure alignment with legislation and directives.
- Coordinate organization-wide policy updates.
- Lead AAD compliance reporting, ensuring accuracy and timeliness.
- Monitor compliance gaps and implement corrective processes.

Hearings Coordination:

- Support or lead the administration of statutory hearing processes under applicable legislation (e.g., BOSTA).
- Coordinate hearing intake, file management, scheduling, and notice requirements.
- Maintain hearing records, documentation, and case tracking systems.

- Support development and implementation of hearing procedures, templates, and operational processes.
- Ensure hearings comply with principles of procedural fairness, natural justice, and legislative requirements.
- Act as liaison between decision-makers, legal counsel, and internal stakeholders on hearing matters.

Qualifications:Experience:

- 7–10 years in governance, legal coordination, or related field.
- Experience supporting Boards and committees.
- Experience working with external counsel.
- Public sector or regulatory experience preferred.
- Experience with policy frameworks and compliance reporting.
- Experience supporting hearings, adjudicative processes, tribunals, or regulatory decision-making is an asset.

Capabilities:

- Strong governance and regulatory knowledge.
- Sound judgment and discretion.
- Excellent organizational and communication skills.
- Ability to manage multiple priorities in a high-accountability environment.

Knowledge and Skills:

- Corporate governance and Board operations expertise.
- Knowledge of legal coordination and contract management.
- Understanding of Ontario regulatory frameworks.
- Familiarity with FIPPA and information governance.
- Policy development and lifecycle management experience.
- Knowledge of AAD requirements.
- Understanding of administrative law principles and adjudicative or tribunal processes is an asset.
- Strong communication and judgment.

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 28, 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=613415&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.