

JOB OPPORTUNITY

Position Title: Senior Communications and Public Affairs Officer

Position Type: Full-time Regular/Union **this position is represented by OPSEU*

Location: Mississauga, ON

Job Band: 10

Salary Range: \$43.39 to \$56.67/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 Senior Communications and Public Affairs Officer provides strategic communications advice and support to Skilled Trades Ontario (STO) in the planning, development, implementation, and evaluation of communications and public affairs initiatives. The position leads the development of communications products, issues management materials, media and stakeholder responses, digital content, and public-facing campaigns that support STO's mandate, strategic priorities, and reputation.

Working collaboratively across the organization, the Senior Communications and Public Affairs Officer builds strong relationships with internal and external stakeholders, provides communications expertise to business areas, monitors emerging issues, and

ensures communications products and activities align with STO's brand, key messages, and organizational objectives.

Responsibilities:

- Lead the writing, editing, and delivery of communications and marketing products including speeches, briefing notes, issues notes, key messages, presentations, website content, advertising copy, correspondence for senior leadership, media materials, and other communications products as required.
- Provide strategic communications advice and recommendations to management and subject matter experts on communications initiatives, emerging issues, stakeholder engagement activities, and reputational considerations.
- Develop and implement communications plans and strategies that support organizational priorities, programs, campaigns, announcements, and events.
- Ensure all communications products adhere to STO's brand standards, messaging framework, accessibility requirements, and communications best practices.
- Provide editorial review and quality assurance for communications content developed across the organization.
- Lead the development of responses to media inquiries, stakeholder inquiries, social media inquiries, and public requests for information ensuring alignment with approved messaging and required approvals.
- Monitor traditional media, social media, stakeholder activities, and emerging issues and provide analysis and recommendations regarding communications opportunities and reputational risks.
- Conduct research, environmental scans, and stakeholder analysis to support communications planning, issues management, and executive decision-making.
- Develop communications approaches and supporting materials to effectively communicate organizational announcements, initiatives, programs, events, and policy changes.
- Work closely with graphic design, web, and external service providers to ensure communications products are executed effectively and consistently across channels.
- Support stakeholder engagement initiatives by developing communications materials, key messages, presentations, and engagement strategies.
- Lead and coordinate complex communications projects, including developing work plans, timelines, stakeholder consultations, approvals processes, and deliverables.
- Monitor and assess public opinion and stakeholder perspectives related to STO and recommend communications responses where appropriate.

- Manage and maintain STO's social media presence, including content development, monitoring, engagement, and reporting.

Qualifications:

- University degree or diploma in Communications, Public Relations, Journalism, Political Science, Marketing, Public Affairs, or a related discipline.
- Minimum three (3) to five (5) years of progressively responsible experience in communications, public relations, media relations, public affairs, stakeholder relations, journalism, or a related field.
- Demonstrated experience developing strategic communications plans and delivering complex communications initiatives.
- Experience providing communications advice to management and senior leaders;
- Strong project management skills with the ability to manage multiple priorities and competing deadlines.
- Experience in a government, regulatory, Crown agency, public sector, or stakeholder-driven environment is considered an asset.
- Ability to work effectively in a fast-paced environment and execute high-quality work under tight timelines.

Knowledge of:

- Communications, public relations, public affairs, media relations, and stakeholder engagement principles, methodologies, and best practices.
- Issues management, reputation management, and strategic communications planning.
- Digital communications, website content management, social media platforms, and accessibility requirements.
- Government decision-making processes, public-sector accountability environments, and stakeholder relations.
- STO programs, policies, terminology, strategic priorities, and mandate.

Skills include:

- Exceptional writing, editing, proofreading, and verbal communication skills;
- Strong strategic thinking, critical analysis, and research capabilities.
- Ability to provide consultative communications advice across the organization.
- Excellent time management, organization, and project management skills.
- Ability to synthesize complex information into clear and concise communications products for diverse audiences.
- Strong stakeholder relationship management and collaboration skills.
- Demonstrated political acuity, diplomacy, sound judgment, and discretion.

- Proficiency in website content management, digital communications, and social media management.
- Advanced proficiency with Microsoft Office applications, including PowerPoint, Word, Outlook, and Excel.

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 application on ADP by **August 25, 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=614153&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.