



**Position Title: Stakeholder Relations Officer**

**Position Type: Full-Time/Permanent**

**Location: Mississauga, ON**

**Job Band: 9**

**Salary Range: \$35.98 - \$42.99/hour**

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

**Reporting to: Supervisor, Stakeholder Relations and Outreach**

**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
- **Assessing experience and qualifications** of individuals who have not completed an apprenticeship program in Ontario
- **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
- **Conducting research** in relation to apprenticeship and the trades

Skilled Trades Ontario (STO) is currently seeking a Stakeholder Relations Officer to support the implementation of stakeholder outreach strategies to build partnerships and fulfill STO's mandate to promote careers in the skilled trades, simplify access to services and address the labour shortage

**Responsibilities:**

- Leads outreach and promotional activities to promote careers in the skilled trades, including presentations at high schools and other stakeholder and community events, as required.
- Plans, coordinates and implements Skilled Trades Ontario's annual career fair, supported by the Supervisor, Stakeholder Relations and Outreach.

- Pitches content and contributes to Skilled Trades Ontario's stakeholder newsletter.
- Coordinates outreach to stakeholders at various events and committee meetings, and provides materials and information in a timely manner.
- Tracks and coordinates stakeholder information from all departments in order to ensure updated data for the purpose of the distribution of materials and information about Skilled Trades Ontario's initiatives and upcoming events.
- Works with the Correspondence Officer and relevant departments to respond to stakeholder inquiries and requests, flagging to the Supervisor as required.
- Ensures that all stakeholder requests for materials are processed in a timely manner.
- Works with the communications and marketing department to update and adapt materials for various events.
- Reaches out to stakeholder contacts to confirm event information, including logistics and requirements, and that these are addressed ahead of events.
- Manages and coordinates logistics and vendors at stakeholder events to ensure Skilled Trades Ontario is represented positively.
- Ensures that the communications and marketing department is made aware of any issues arising at events in order for Skilled Trades Ontario to respond appropriately.
- Provides assistance and support for any stakeholder committees, including logistics for meetings and recording of minutes.
- Researches and coordinates the purchase of promotional materials and items to be distributed at stakeholder events and presentations.
- Observes and reports on Question Period from Queen's Park.
- Assists in the rapid response to issues and questions related to Skilled Trades Ontario raised during Question Period at Queen's Park.
- Oversees the coordination and response to inquiries from Members of Provincial Parliament (MPP's) and their constituency offices.

**Qualifications:**

- Valid driver's license.
- Post-secondary degree or certification.
- Experience updating and maintaining stakeholder databases.
- One (1) to three (3) years' experience in event planning or stakeholder relations.

**Knowledge of:**

- Event planning.
- Writing and editing techniques.
- Ontario's apprenticeship system.

**Skills Include:**

- Strong oral communications skills in order to deliver presentations and liaise with internal and external stakeholders.
- Written communication skills in order to draft and provide input on various products.
- Excellent organizational skills in order to plan and execute Skilled Trades Ontario attendance at various events.
- Strong coordination skills to handle multiple tasks at one time.

\*This job is represented by OPSEU

\*Only those candidates selected for an interview will be contacted.

How to Apply: Please forward your resume by **August 7, 2024 at 5:00pmEST** to [careers@skilledtradesontario.ca](mailto:careers@skilledtradesontario.ca). Only applications submitted via email will be accepted. Be sure to quote the following competition number in the subject line of your email: **Stakeholder Relations Officer – STO-034-24**. We thank all applicants for their interest and will 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.