



ONTARIO COLLEGE OF TRADES
ORDRE DES MÉTIERS DE L'ONTARIO

OCOT-007-21 Senior Communications Officer (Union)

Position Title: Senior Communications Officer

Position Type: Full time – Permanent

Location: Toronto, ON

Job Band: 9

Wage Range: \$35.62 – \$42.57 / hour or \$67,143.70 - \$80,244.45 / year

Hours of work: 36.25 hr/week

The Ontario College of Trades (the College) is an industry-driven, professional regulatory body that protects the public by regulating and promoting the skilled trades. The College is transitioning to a new government agency, Skilled Trades Ontario, planned for Jan. 1, 2022 and this position will move to the new agency.

We are looking for a Senior Communications Officer who is passionate about writing, creative, and highly skilled in handling social media platforms. In this role, the incumbent needs to prepare a range of communication strategies and products, manage issues as they arise, and provide media relations services to support the marketing and communication needs of the Ontario College of Trades.

If you think you are passionate about communications and media relations, you might have found the right job. Read on!

Primary Responsibilities:

- Coordinates and drafts responses to a range of media and public inquiries regarding the College, providing consistent messaging and responses to issues and effectively communicating and promoting announcements, events and plans;
- Drafts products used for internal and external communication including: speeches, information/decision notes, briefings, presentation decks, social media posts and correspondence for senior College staff and other products as required;
- Tracks issues that impact the College on a daily basis, provides a summary for staff, and drafts responses to emerging issues;

- Works with the Web and Social Media team to provide communications expertise and to collaborate on content management of the website; writes content and/or edits content provided by other departments.

Qualifications:

- University degree in communications, journalism or public relations, or related field;
- Demonstrated experience in communications, journalism, public relations, marketing and/or media relations;
- Verbal and written French language skills are an asset.

Skills:

- Exemplary verbal communications, writing and editing skills;
- Active and highly skilled on multiple social media platforms and on-line communications tools;
- Proven success in crafting dynamic and persuasive social media materials;
- Experience with media relations methods, techniques, and best practices to act as the College coordinator on a range of media inquiries;
- Exercises judgment when initiating and defining media opportunities for the Ontario College of Trades;
- Exercises political acuity while making recommendations for responses;
- Ability to work independently and as part of a team;
- Proven experience developing and maintaining strong working relationships with internal and external stakeholders.

*This position is represented by OPSEU.

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

How to Apply: Please forward your resume, together with a separate cover letter by November 5, 2021, to careers@collegeoftrades.ca. Only applications submitted via email will be accepted.

Be sure to quote the following competition number in the subject line of your email: OCOT-007-21

We thank all applicants for their interest and will contact those whose skills, knowledge, and experience most closely match the requirements of the position. No agencies, please.

The College 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 the College's Accommodation Policy, accommodation will be provided at any point throughout the hiring process, provided the candidate makes their accommodation needs known to the College. We welcome applications from all qualified persons.

The Ontario College of Trades is an equal opportunity employer