

Job Title	Trades and Tech Truck Program Facilitator
Reports To	Trades & Tech Truck Program Manager
Location & Work	Hybrid Work Model <ul style="list-style-type: none"> • Remote: Virtually from home office for administrative task & planning • In-person for scheduled Trades & Tech Truck Events & Trailer Equipment Maintenance • Event locations are across Ontario but with priority in your assigned region
Salary Range:	\$48,000 - \$50,000 - 35 hours per week
Start Date:	March of 2026

About Us:

Skills Ontario is a not-for-profit organization dedicated to promoting careers in the skilled trades and technologies to Ontario youth through a variety of programs and competitions across the province.

We are looking to add two new members to our current team. Our employees enjoy a casual work environment, flexible schedules, and a real opportunity to make a difference! Some administrative tasks may be completed from home. The candidates can be based anywhere in Ontario, but preference will be given to applicants in the Sudbury/North Bay region and the Greater Toronto Area.

Skills Ontario is strongly committed to fostering diversity and inclusivity within our organization and is an equal opportunity employer. Representation throughout all programs is essential to Skills Ontario. Accommodations are available upon request for candidates taking part in all aspects of the selection process.

Job Summary:

Skills Ontario is seeking enthusiastic and engaging Program Facilitators to deliver our innovative Trades and Tech Truck program across Ontario. This unique, hands-on outreach initiative brings skilled trades and technology careers directly to schools and communities through custom-built, state-of-the-art mobile classrooms.

As a Program Facilitator, you will inspire students, educators, and parents by guiding interactive learning experiences using cutting-edge industry training equipment. In addition to program delivery, you will play an important role in coordinating program visits, including scheduling events, liaising with schools and community partners, and ensuring each experience runs smoothly from planning through execution. You will help manage logistics, timelines, and on-site flow to create impactful, well-organized events.

This role is ideal for dynamic communicators who are passionate about education, workforce development, and shaping the future of Ontario's skilled trades and technology sectors.

Key Responsibilities:

- Book events and school visits for the Trades & Tech Truck in your assigned region as well as across Ontario.
- Facilitate the Trades & Tech Truck Program to participants.

- Coordinate and lead calls with prospective booking applicants to ensure they receive complete and accurate information about the Program and its requirements.
- Collect essential information from booking contacts and share it with relevant staff members.
- Collaborate with Driver to ensure the schedule allows for proper maintenance of the equipment
- Maintain consistent & collaborative communication with the Driver.
- Support the development and coordinating of Trades and Tech Truck curriculum to ensure consistency and clarity.
- Work with internal and external stakeholders (e.g., school board contacts, sponsors) to develop and maintain a regional calendar of truck events across Ontario.
- Track deliverables and metrics to support program success.
- Contribute content for quarterly reports, including metrics and deliverables.
- Engage local partners and stakeholders to support community involvement and volunteer participation
- Coordinate staffing and volunteers for Trades and Tech Truck events and activities.
- Send post-event thank-you notes and follow-up information.
- Assist with event set-up, tear-down, and facilitation of hands-on activities.
- Work within a budget set by management.
- Liaise with trainer suppliers to troubleshoot training equipment issues as needed.
- Travel to other parts of Ontario to assist with our other units as needed.
- Attend in-person department training when required.
- Assist with staffing other departmental events, including the Skills Ontario Competition.
- Travel to other regions of Ontario to support additional units when required.
- Arrange travel and accommodation for event-related activities as needed.
- Maintain regular communication and build relationships with key Skills Ontario supporters, including teachers, school board contacts, OYAP coordinators, First Nation Métis and Inuit communities, community organizations, employers, and others to strengthen partnerships in skilled trades and technology career awareness.
- Perform other duties that may be assigned

Requirements/Qualifications:

- Able to work from home but travel will be required to deliver program.
- Able to work both independently and as part of a team.
- Able to take direction from management
- Able to manage your time and schedule according to company policy.
- Strong knowledge of computers and up to date knowledge of software, including Excel, Outlook and Microsoft Suite.
- Knowledge of skilled trades and technology careers is considered an asset.
- Possess a valid G class or above driver's license and access to a reliable vehicle.
- Provide a clean Criminal Record Check/ Vulnerable Screening Check (Background checks will be conducted by Skills Ontario for the successful candidates)
- Candidates must be willing to stay overnight as required.
- Able to work extended hours during scheduled events. Early morning travel is often required on event days along with the commute after event.
- Excellent communication skills (written and verbal).
- Fluency required in English, both oral and written. Fluency in French is an asset but not required.
- Secondary Education: any post-secondary education would be considered an asset.
- Comfortable with physical tasks such as lifting, carrying, and standing for longer durations during set up, event hours and event tear down.
- Standard First Aid, CPR, and/or Mental Health First Aid certification, or willingness to obtain.

Why You Should Apply:

- **Make a Difference:** This is more than just a job; it's an opportunity to influence the future of skilled trades and technologies in Ontario. You'll be inspiring the next generation to consider these vital and rewarding careers.
- **Be Part of a Growing Program:** With two new trailers being added, this is an exciting time to join the Trades and Tech Truck program as it expands its reach and impact.
- **Collaborative Environment:** You'll work under the guidance of the Trades and Tech Truck Program Manager and alongside a dedicated team, all committed to making a positive difference.
- **We offer a comprehensive range of benefits,** including a pension program, a home office allowance, and paid time off during our annual December holiday office shutdown. Employees also enjoy statutory holidays, milestone and years-of-service recognition, flexible scheduling with the option to earn lieu hours, and a special birthday meal. In addition, we provide a dedicated learning budget for Truth and Reconciliation education, opportunities to participate in Bring Your Kid to Work Day, and ongoing professional development resources to support career growth, such as college continuing education.

If you're enthusiastic about education, skilled trades, and technology, and you're ready to hit the road and make a lasting impact, we want to hear from you!

How to apply:

Applicants should send one document which includes a resume and cover letter in PDF format to the positions of the Director of Programs, Emily Collard ecollard@skillsontario.com & Trades & Tech Truck Program Manager, Hayley Mackay hmackay@skillsontario.com

This posting is for a new vacancy. Our hiring process involves the use of artificial intelligence to screen, assess or select applicants.

Skills Ontario is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, or status. Skills Ontario welcomes and encourages applications from people with disabilities. Skills Ontario is committed to accommodating applicants with exceptionalities throughout the hiring process, in accordance with Accessibility for Ontarians with Disabilities Act (AODA). Candidates who require accommodations in the interview process may contact Ashley Cuglietta at acuglietta@skillsontario.com and all information received will be addressed confidentially.