



Overview

As we move through a period of exciting transformation and organizational change, Professional Engineers Ontario (PEO) has an immediate opening for an **Engagement and Outreach Coordinator** to join the Policy and Governance team.

Under the authority of the *Professional Engineers Act*, PEO licenses and governs over 91,500 licence and certificate holders and regulates the practice of professional engineering in Ontario. PEO's mission is to regulate and advance the practice of engineering to protect the public interest. With a talented, multidisciplinary staff of over 100, PEO's vision is to be a trusted leader in professional self-regulation.

Position Summary

The **Engagement and Outreach Coordinator** plays a key role in fostering relationships between PEO and groups with an interest in the licensing process in Ontario. This role promotes awareness and understanding of the requirements for licensure, solicits input to identify potential gaps or challenges, and advances PEO's equity, diversity and inclusion (EDI) strategy.

Reporting to the Manager, Pre-Licensing Outreach, this role helps to build and maintain relationships with a variety of stakeholders within Ontario's engineering community, including engineering faculties, engineering students, engineering employers, PEO chapter executives, and underrepresented and equity-seeking groups.

The **Engagement and Outreach Coordinator** prepares and delivers interactive outreach presentations and materials, responds to stakeholder inquiries, solicits and tracks stakeholder feedback, and ensures consistent and accurate messaging across all pre-licensing activities.

Responsibilities

- Prepare and deliver engaging and interactive presentations to stakeholders on the licensure process and PEO's mandate.
- Advance awareness and understanding of PEO's Anti-Racism and Equity (ARE) Code, Equity, Diversity and Inclusion (EDI) Strategy, and related initiatives
- Track questions, feedback, and recurring issues from stakeholders and summarize insights to inform and enhance PEO processes and policies.
- Establish and maintain ongoing communication with stakeholders, including engineering employers, engineering faculties, academic institutions, settlement agencies, underrepresented and equity seeking groups, and other interested parties.
- Develop and maintain content for the Student Member Program website and provide administrative and logistical support for program initiatives.



- Monitor and respond to inquiries from students, applicants, and external stakeholders regarding licensure requirements, ensuring alignment with approved messaging.
- Collaborate with internal staff to support the development, review, and updating of pre-licensing presentation information and materials, including content related to the competency-based assessment process.
- Collaborate with the Engineering Students Society Council of Ontario in organizing their annual student conference.
- Support engagement initiatives within PEO's Corporate Affairs division, as required.
- Other duties as assigned by the Manager, Pre-Licensing Outreach.

Decision Making, Judgment and Problem Solving

- Determines appropriate content for presentations and ensures accuracy when representing PEO to external groups.
- Communicate effectively with applicants who may be frustrated or uncertain about licensing requirements.

Accountability for Results and Impact of Decisions

- Interact frequently with the public and diverse groups of stakeholders, including potential future members.
- Ensure that all communication aligns with PEO's strategic objectives to establish trust and credibility with members in viewing PEO as a governing body for engineers.
- Thorough knowledge and understanding of PEO processes and accuracy in conveying information externally. Misunderstanding of information by potential applicants and the public may have a negative impact on PEO.
- Collaborate with other departments to confirm policy changes prior to communication with external stakeholders.

Communications and Relationship Building

- Builds and maintains relationships with PEO staff across departments and provides program-related information and support to the Manager and colleagues.
- Builds and maintains relationships with Engineers Canada, OSPE, engineering graduates and students, Deans of engineering programs, engineering faculty members, engineering student-based organizations, volunteers, employers of engineers, and other stakeholders.



Leadership, Coaching and Management

- This role works closely with Chapters, Enforcement, Policy, Licensing, Communications, Admissions, and other PEO staff to support outreach initiatives.

Skills and Knowledge Required for Success

Skills and Knowledge:

- Ability to develop and maintain effective relationships with a wide range of internal and external stakeholders.
- Strong communication skills including written, oral, and presentation with the ability to interact with various audiences in an engaging manner.
- Ability to work collaboratively and effectively in a team and a commitment to engage in positive working relationships.
- Excellent organizational and time management skills to manage multiple priorities and meet deadlines.
- Ability to research and synthesize complex information and present it clearly.
- Adaptability to support evolving PEO initiatives and outreach needs.
- Ability to exercise tact and diplomacy in different settings.
- Proficiency with Microsoft Office products.

Education/Qualifications:

- University degree or college diploma (or equivalent) in public relations, communications, or post-secondary education in engineering.
- 3 to 5 years of related experience.
- Valid G-class driver's licence required and reliable access to transportation.

Working Conditions and Travel Requirements:

- Frequent travel required within Ontario
- Travel may occasionally include evenings and weekends
- Minimal exposure to unavoidable hazardous or disagreeable environmental conditions associated with a professional position within an office environment.

What's in it for You?

At PEO, you'll be part of a mission-driven organization that values excellence, integrity and innovation. We believe that great work happens when people feel respected, trusted, and empowered to bring their authentic self to work and bring their best ideas forward.



Benefits:

- Casual Dress Code
- 20 Vacation Days + Paid Wellness Days
- Benefits effective on start date (Extended Health Care, Dental Care, Vision Care, Life insurance, and Employee and Family Assistance Program)
- Group RRSP Employer Match
- Flexible Work Schedule
- Company Events
- Free On-site Parking
- Hybrid Work Environment!
- Recognized as one of *Greater Toronto's Top Employers (2026)*

Hybrid Work Environment

We have embraced hybrid working, and for us this means consistently coming to the office 2 days per week. However, if you wish to work in the office more often, you are welcome to.

Work Location: North York, ON M2N 6K9

Anticipated Salary:

The estimated annual salary for this role is \$78,000.00 - \$85,000.00

Vacancy Status:

We have 1 vacancy available. This is new role created within the organization.

Sound like a Good Fit? Apply Now to Join our Team!

Interested and qualified applicants, please submit your **cover letter and resume** to peocareers@peo.on.ca by **July 9, 2026**.

Disclaimer: The selected candidate will be subject to a background check as part of PEO's standard hiring process.

At PEO, we recognize that our people are our best asset, including employees from diverse backgrounds and perspectives. We know life isn't linear so there may be gaps or 'nontraditional' employment and we welcome applications from everyone. Accommodation is available upon request for candidates in all phases of the selection process.