



Mosaic Transit Constructors (Mosaic) - a consortium comprised of Aecon, Dragados, and Dufferin – is partnering with Metrolinx and Infrastructure Ontario to design, build and maintain the transformative Finch West Light Rail Transit (LRT) system in the City of Toronto.

Position: Communications Lead

Reports to: Director- Corporate Affairs

The Communications Lead plays a vital role in sustaining a best practice approach to all project communication, stakeholder relations and community engagement activities, including best-in-class client relations. The Communications Lead will support the execution of client-approved Project Communication Plans, Community Engagement and Stakeholder Relations Plans, Issues Management and Crisis Communications Plans, where required, as well as social media and Media Relations Strategies. The ideal candidate brings established relationships with Toronto media, understanding of working with elected officials, and has effectively applied the principles, practices, and techniques of communication planning, development, and execution on large infrastructure projects.

Key Responsibilities

- In collaboration with the client and colleagues, research, plan, develop, and execute communication plans for a specific event, scope of work, and/or for issues management.
- Working closely with the construction team, develop communication materials for print, digital or social media formats (e.g., fact sheets, construction notices, advertisements, digital/copy writing, presentations, signage, Q&A, community letters,).
- Draft media relations materials including press releases, media responses and statements, and produce media reports and social listening analytics.
- Collaborate with the client to develop and write editorial content and coordinate photography/video for the project website and social media platforms.
- Attend stakeholder and community meetings, operations meetings, communications working group meetings and government authority communications meetings, to proactively identify activities to be communicated to affected residents or stakeholders.
- Plan and write communication materials and organize outreach meetings, forums, public information centres, tours, stakeholder meetings and project milestone events.
- Work effectively with public and private sector partners to build relationships with various professional associations and stakeholders.
- Ensure adherence to service standards by effectively mitigating, responding to, and reporting project-related issues, ensuring timely resolution and logging.
- Respond to public inquiries (in-person, by telephone or via email) about design and construction activities (including information on construction schedules, transit and traffic impacts, community meetings, etc.) in a timely and efficient manner.
- Support emergency and crisis communications by drafting required communications materials.
- In tandem, create a library of best practices for similar projects, on an ongoing basis.

Required Knowledge and Experience

- A post-secondary diploma in communications, public relations or journalism or equivalent experience.
- Minimum of five to eight years of experience in communications, preferably in a key role that shaped the success of an infrastructure project.
- The ideal candidate brings established relationships with Toronto media.
- Experience and understanding of working with elected officials and various levels of government is an asset.
- Customer focused, detail-oriented, responsive and proactive.
- Excellent oral and written communication skills.
- Highly organized with demonstrated ability to plan and execute multiple priorities with tight deadlines and meticulous attention to detail.
- Demonstrated proficiency in Microsoft Office Suite, including superior skills in Excel.
- Experience using Adobe Creative Suite (InDesign, Illustrator, Photoshop).
- Digitally and social media savvy.
- Professional business communication designations considered an asset.

Working Conditions/ Physical Effort:

- Able to perform in a fast-paced environment.
- Able to maintain physical presence on site with the crews, and able to inspect all work closely.

We offer a competitive compensation and benefits package in a fast-paced work environment. We are looking for innovative, forward-thinking people who enjoy challenges and want to work on leading edge infrastructure projects. To apply for this position, please submit resume online to:

workforce@mosaictransit.com.

We thank all applicants for their interest, however, only those selected for further consideration will be contacted.