



Marketing & Communication Coordinator

About TESC

For 50 years, TESC has been a trusted industrial construction partner in Northern Ontario, delivering complex projects in mining, power, and industry with skill, grit, and care. As we mark our 50th anniversary, we're focused on the next 50 - building a strong, safe, and sustainable future for our clients, partners, and employees. Led by Julie Zulich, CEO, we are a people first organization with a focus on developing talent.

Why Join Us

This is more than a coordinator role - it's a chance to shape how a respected, award-winning construction company shows up to its employees, clients, union partners, and community. You'll get direct exposure to senior leadership and strategic decision-making while building a portfolio of impactful work.

You'll be trusted to run with new communications initiatives from internal campaigns to external storytelling and have the creative freedom to deliver fresh ideas. As the voice behind *The TESC Times*, our social presence, and key events like the TESC50 Road Show, you'll see your work come to life.

It's a self-starter-friendly role where what you do is visible, valued, and makes a real impact.

Role Overview

Own the story. Drive the execution. Bring the READY brand to life.

The Marketing & Communications Coordinator is both the steward and activator of the TESC READY brand and the central point of contact for all internal and external communications. This role combines brand storytelling, event coordination, content creation, and on-the-ground execution - ensuring a consistent, professionally executed, compelling narrative across channels.

Key Responsibilities

Brand Stewardship & Content

- Act as day-to-day guardian of the READY brand and visual identity.
- Maintain a central repository of logos, photos, icons, and templates. Document and manage database.
- Write and design mini case studies highlighting key projects and successes.
- Keep team bios current for proposals, website, and recruiting use.
- Produce and distribute The TESC Times (quarterly internal & external editions).



Internal Events

- Own planning and communications and swag for **Town Halls, employee events, and milestone celebrations.**
- **Logistics lead** in coordinating content, agendas, collateral, and execution to ensure events are professional, on-brand, and well attended. Institutionalize the recently launched planning / execution template.
- **Capture and share** event photos, key moments, and post-event highlights on internal channels.
- Partner with HR to provide **brand support for recruiting events** – ensuring signage, collateral, and messaging are aligned with READY guidelines.

External Events, Industry & Sponsorship

- Coordinate TESC participation in **charitable initiatives, community activations, and industry events** (trade shows, client appreciation days, union events).
- Maintain a **master database** of community initiatives, sponsorships, and charitable requests (based on a Tier A, B, C framework).
- Run **quarterly review meetings** with leadership to align on which initiatives to support.
- **Manage intake forms, deliverables**, and stakeholder coordination for approved initiatives (logos, signage, speaking points, collateral).
- Liaise with vendors and agencies to ensure smooth execution and consistent brand presentation.
- Project Debriefs: Capture outcomes and ROI for reporting and future planning.
- Where applicable, draft press releases, manage media coordination, and ensure PR follow-up for events.

Digital & Social Presence

- Create and manage content for **LinkedIn (CEOs page + TESC company page)** and **Instagram**, focusing on thought leadership, recruiting, and client pride.
- Work with external partners to refresh **website content** and ensure accuracy.

Collaboration & Strategic Support

- Support senior leadership on **strategic communications initiatives**, presentations, and external speaking opportunities.
- Provide graphics, project summaries, and case studies to **support proposal submissions.**



Skills & Qualifications:

- **Education:** College / University education in business, communications, marketing.
- **Experience:** Minimum 3-5 years of experience in communications, marketing, or a related field. Experience in or exposure to industrial, construction, energy, mining, power, heavy infrastructure, and B2B sectors is highly regarded. Experience managing vendors or small budgets is an asset.
- **Tools:** Proficient with Canva (or content creation tools),(PowerPoint / Excel), social media platforms (LinkedIn, Instagram), and AI as strategic co-pilot.
- **Communication:** Exceptional written and verbal communication skills. Able to tailor tone for internal and external audiences.
- **Organization:** Strong project management skills - ability to juggle multiple priorities and deadlines.
- **Design Sense:** Eye for clean, professional layouts and visuals that reinforce the TESC brand.
- **Collaboration:** Comfortable working cross-functionally with HR, BD, Operations, and external vendors.
- **READY factor - Creativity & Initiative:** Proactive in bringing ideas forward, spotting opportunities to improve messaging and engagement.

Dotted-Line/Collaborative Responsibilities

- Proposal Department: Partner with proposal teams to refresh graphics, case studies, and messaging for bid submissions.
- HR: support with recruitment campaigns and internal recognition / celebrations.

TESC is an equal opportunity employer. In accordance with the Accessibility for Ontarians with Disabilities Act, accommodation is available throughout our recruitment process for applicants with disabilities.