



## ***Graphics/Marketing Assistant Job Description***

### **Galileo Project, LLC**

Galileo Project, LLC provides project management assistance and coordination (PMAC) to federal, state, and local agencies on environmental permitting and planning projects. These projects include renewable energy, transmission, pipelines, and planning efforts among others. Galileo is a woman-owned small business with offices in Tempe, Arizona and Marietta, Georgia. This job posting is for the Tempe, Arizona office.

Additional information may be found on Galileo's website at [www.galileoaz.com](http://www.galileoaz.com). Resumes must be submitted with a cover letter, references, and at least one example from your portfolio to [maria.martin@galileoaz.com](mailto:maria.martin@galileoaz.com).

### **Position Overview**

Galileo is looking for a creative, enthusiastic, and focused individual to help us support our project outreach activities and assist with marketing, communications, and business development activities. This full-time, hourly position will support a variety of graphics, marketing, corporate activities, and products for the Marketing and Business Development department.

### **Main Job Tasks and Responsibilities**

- Create printed and digital meeting and event materials, including production of public outreach materials, postcards, informational meeting posters, newsletter layout, and newspaper advertisements
- Coordinate print production and ad placement for project specific efforts
- Create company graphics for use in proposals, the company website, and branding materials
- Prepare graphics and assist with written responses to RFQs and RFPs
- Management of multiple proposal processes concurrently
- Daily data entry, maintenance, and quality assurance of employee-client communications, opportunities, and project information using Insightly CRM
- Daily CRM support for client, contact, and opportunity-related questions and requests for information
- Periodic review of CRM entries for incomplete data, discrepancies, and/or incorrect data; research and correct data as needed
- Maintain staff resumes and bios with regular updates
- Miscellaneous marketing support tasks, including, but not limited to shipping items, research and planning marketing events, etc.
- Assist with writing and posting content to Galileo's internal Sharepoint
- Assist marketing lead with periodic marketing meetings
- Stay informed of industry best practices and trends in order to continually elevate the quality of the firm's marketing and communication efforts.



- Provide occasional backup and/or assistance to administrative staff

### **Education and Experience**

- Preferred bachelor's degree or higher in graphics, marketing, business, or related area  
OR
- Minimum of high school diploma and four (4) years of related experience
- Proficient in Adobe Suite (Illustrator, InDesign, Photoshop required)
- Experience with SharePoint/Office 365 is preferred
- Experience with Insightly CRM is a plus
- Experience with technical copy writing is a plus
- Experience with customer service

### **Skills and Specifications**

- Proficiency in Microsoft Office (certification a plus)
- Demonstrated proficiency in Adobe Suite (certification a plus)
- Strong creative skills and design layout experience
- Develop presentations in PowerPoint, designing master slides
- Strong attention to detail especially in editing copy within design files
- Superior planning and organizational skills
- Strong written, verbal, and interpersonal communication skills with the ability to represent the company in a professional manner
- Ability to communicate effectively (written and verbally) with all levels of management
- Ability to work independently and in teams
- Ability to balance the details of multiple, concurrent projects within deadlines
- Flexibility and adaptability to different projects and management styles
- Customer service orientation

### **Salary and Wages**

This is an hourly position with compensation dependent upon work history and demonstrable skill set. Galileo offers a generous benefits package.