

## **Marketing Coordinator**

Wood, Patel & Associates, Inc., (WOODPATEL) the #1 ranked civil engineering firm in Arizona for 16 straight years and a Zweig 2019 Hot Firm is seeking an energetic individual for our growing marketing department. This full-time position will support company-wide marketing efforts and requires a strong communicator who will take ownership of the proposal process. The ideal Candidate will enjoy working within a collaborative team environment and must be skilled at managing multiple priorities and deadlines while meeting quality standards and on-time delivery.

### **Primary Responsibilities**

- Proposal Coordination – Proactively coordinate all proposal and statement of qualification efforts. This includes design, team coordination, production, and writing compelling and thorough narratives that engage the reader.
- Perform quality assurance checks on all documentation and marketing material.
- Assist with potential project leads.
- Assist with branding elements.
- Maintain department databases.
- Provide additional marketing support as needed.

### **Qualifications**

- BA or BS degree in marketing, communications, journalism, or public relations preferred. Any combination of education, training, and work experience may be accepted in lieu of degree.
- Three or more years of experience writing proposals and supporting marketing efforts. A/E/C industry experience preferred.
- Ability to work independently while serving as a collaborative team player.
- Exceptional organizational and time-management skills.
- Effective and proven communication skills using creative and compelling writing and graphics to engage audience.
- Meticulous attention to detail and strict adherence to writing specifications.
- Required application with Microsoft Word, PowerPoint, and Outlook; working knowledge of Adobe InDesign, Photoshop, Illustrator, and Constant Contact.
- Deltek/Vision or Cosential experience is desirable.
- Proven skills in graphic design.
- Excellent interpersonal communication skills and the ability to apply knowledge.
- Ability to perform effectively under pressure when handling competing priorities and tight deadlines.

### **Benefits:**

- Competitive pay commensurate with experience and year-end performance-based bonus opportunities
- Generous Paid Time Off/Paid Sick Time plan with paid holidays
- Health, Dental and Vision Coverage
- Flexible schedules including ½ day Friday's
- 401(k) with employer matching
- LTD/STD/Life Insurance
- Employee Assistance Program

- In-house training events/mentor program
- Employee Appreciation events

WOODPATEL is committed to our community and as such we match employee contributions to St. Mary's Food Bank Alliance, the world's first food bank, founded in Phoenix, Arizona.

WOODPATEL is an equal opportunity employer that recognizes the value of a diverse workforce. All suitably qualified applicants will receive consideration for employment on the basis of objective criteria and without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, disability status, or any other characteristics or status protected by governing laws.

Please visit our website for additional job openings [www.woodpatel.com](http://www.woodpatel.com)