



**CARUSO  
TURLEY  
SCOTT**  
structural  
engineers

*Job Posting May 28, 2025*

## **SENIOR MARKETING COORDINATOR**

Caruso Turley Scott is an award-winning structural engineering design firm providing services for all 50 states through a team of responsive professionals, located in Arizona. Founded in 1963, our 62 years of experience includes all industries and markets. We are looking to hire a full-time, positive and energetic, Senior Marketing Coordinator.

### **WORKING WITH US YOU WILL:**

- Serve as the key marketing point of contact and liaison for the CTS leadership team.
- Serve as project manager for coordination, writing, editing and production of statements of qualifications, proposals, presentations, other marketing materials or assist with such efforts.
- Gather, format and maintain accurate, up-to-date firm marketing information including staff resumes, project descriptions, and other information for marketing purposes.
- Create concepts for and coordinate production of collateral materials (i.e.; brochures, mail).
- Create, prepare, and post press releases, website news, social media announcements.
- Update firmwide database with client information on an ongoing basis.
- Oversee photography shoots (planning and coordination) and management of project and staff images (formatting, filing).
- Assist with and coordinate special in-house events.
- Assist in other marketing areas as requested or assigned.
- Represent our firm at project RFP/RFQ industry meetings.

### **IDEAL CANDIDATE HAS:**

- Bachelor's degree, preferably in Marketing or related field, or experience equivalent to a degree.
- 5+ years of experience in the Architecture, Engineering, and Construction (AEC) industry, with a solid grasp of industry terminology and procedures.
- Capability of prioritizing and handling tasks while upholding thorough attention to detail.
- Proactive planning, critical thinking, and problem-solving skills.
- Strong professional verbal and written communication skills.
- Capability of working both independently and collaboratively to achieve common goals.
- Proficiency in utilizing Adobe Creative Suite (InDesign, PhotoShop), Microsoft Office Suite (Outlook, Word, Excel, PowerPoint), and other social media platforms is required.
- Ability to read and understand requests for proposals (RFPs) and qualifications to organize and develop a relevant, thoughtful response.
- Ability to develop written and oral communication that clearly explain technical concepts, using easy to understand language.
- Ability to manage time and resources to produce and deliver assignments under strict deadlines.
- Ability to thrive in a collaborative, engaging, fast-paced environment and work well with all levels of staff with a positive attitude.

### **BENEFITS:**

CTS offers excellent compensation and benefits. We are a fast-paced firm with a collaborative work environment that fosters design excellence, professional growth, and mutual respect. Our comprehensive benefits package includes; medical, dental, vision, life insurance, disability, PTO, and a 401(k) plan. This position allows for remote work on Friday's and the potential for promotion to the Marketing Manager position within 2 years.

### **HOW TO APPLY:**

CTS is an equal opportunity employer committed to providing a workplace free from harassment and discrimination. We encourage individuals from all backgrounds to apply and join our team. Interested candidates should email a cover letter with salary requirements, résumé, and limited work samples in a single pdf file to Margie Luster at [mluster@ctsa.com](mailto:mluster@ctsa.com).

*All inquiries will be kept strictly confidential.*