



MARKETING COORDINATOR

TRACE Consulting's growing team is looking for an experienced Marketing Coordinator to join our Phoenix office. The role of this position is to develop and execute strategies for marketing and branding, as well as support recruiting efforts.

Experience:

The ideal candidate will have a bachelor's degree in Marketing, Communications, or a related field with 3+ years of hands-on experience in a Marketing and Communications role. The candidate will have extensive experience using Adobe Creative Cloud. Experience working in the architecture/engineering industry is a plus.

Education:

- BS, BA or BFA in Marketing, Communications, Graphic Design, or a related field

Skills:

The ideal candidate will be an organized, detail-oriented and independent self-starter with refined graphic sensibility and high-level written and verbal communication skills. The candidate will be capable of conceptualizing designs and ideas for various marketing projects, collaborating effectively, and working to execute tasks and projects in a deadline-driven environment. The candidate will be able to communicate TRACE's services, values, and project experience, and possess time management skills to keep multiple tasks on track.

- Proficiency with Adobe Creative Cloud Software (InDesign, Photoshop, Illustrator)
- Proficiency with Microsoft Office Products (Word, Excel, PowerPoint)
- Effective communication skills through virtual and in person methods

Typical Responsibilities:

Marketing

- Proposal Development – Assemble proposals, Statements of Qualification, and other marketing materials to communicate TRACE's project experience, services and values. Collaborate with staff and incorporate internal feedback on submittals. Utilize Adobe Creative Cloud to strategically create, compile and lay out graphics and text that are comprehensive, compelling, client-specific, and in accordance with client requirements.
- Pursuit Support – Identify and track current and upcoming opportunities that align with TRACE's expertise and strategic goals. Support the pursuit, development, assembly, and submission of required materials for qualification packages.
- Special Projects – Assist on miscellaneous tasks and projects including layout design, graphic selection and editing, copy-editing, and original content writing for various marketing materials.

Branding Support

- Represent TRACE at various industry events such as conferences/trade shows and luncheons along with technical staff members.
- Develop marketing material, website and social media content to support company branding activities



Recruiting Support

- Career Fairs – Attend career fairs and other recruitment events along with other TRACE staff to find qualified technical candidates for job openings. Coordinate branded merchandise and other branded equipment to be utilized at career fairs.

Benefits:

This is a full-time position with a competitive compensation and benefits package including:

- Highly competitive pay
- Company paid employee premiums for medical, dental and vision insurance
- Additional buy-up options for medical insurance
- Generous Paid Time Off
- Paid Holidays
- 401(k) Retirement Plan with generous match
- Company paid Professional Association Dues

About TRACE:

TRACE Consulting, LLC is a Phoenix-based engineering firm that provides Traffic Engineering, Roadway Design, Aviation Consulting, Surveying and Construction Management Services. We have in-house capabilities to deliver complete, multi-disciplinary projects by providing design and construction phase services. We emphasize the development of creative, cost-effective and results-oriented solutions to our clients' needs and challenges. With hands-on involvement by the company's leadership team and experienced staff, we strive to provide our clients with the highest quality deliverables in a timely manner.

Please email your resume to admin@traceconsulting.us

Authorization to work in the United States without need for sponsorship is required.

TRACE is an Equal Opportunity Employer.