

Marketing/Proposal Coordinator

HadenStanziale, an award-winning planning, landscape architecture, and civil engineering firm with offices in Charlotte, Durham, and Wilmington, is currently seeking a marketing/proposal coordinator with two or more years of architecture/engineering industry experience to support all three office locations. This position will be located in the Charlotte office.

Responsibilities:

- Schedule, coordinate, and execute the firm's proposal process from beginning to end, including task delegation
- Ensure "standard" information (profile, resumes, project pages, etc) is kept up to date, and new information is added
- Organize and catalog marketing project images and project information
- Update the "In the News" section on the website
- Lead weekly marketing call, includes creating and distributing agenda and minutes
- Create specialized marketing campaigns and announcements (new hires, holiday cards, etc.)
- Assist with the firm's conference events, including handouts, give-aways, presentations, etc
- Create and distribute press releases
- Provide administrative and project support for Charlotte office
- Travel to Durham and Wilmington office locations

Characteristics

- Organized, "take charge" marketing professional, experienced in preparing proposals/qualifications, including SF 254/255/330's
- Have excellent writing and editing skills, as well as a keen attention to detail
- Able to manage multiple assignments under deadline pressure, and when necessary, be willing to work overtime
- Able to meet deadlines 100% of the time
- Self motivated, deadline driven, and results oriented
- Ability to work well under pressure and with others
- Ability to effectively interact and work with all levels of organizational leadership

Requirements:

- Bachelor's degree in English, marketing, communications, or similar fields
- 2+ years of similar experience in the architecture/engineering industry
- Proficient in Adobe Suite (InDesign, Photoshop, Illustrator)
- Proficient in Microsoft Office
- Knowledge of Deltek Vision (not required, but preferred)

The position is available immediately. Local residents are preferred (no relocation assistance). The firm provides full benefits including health, dental, life, disability, and 401-K. Please send resume to hadenstanziale@hadenstanziale.com.