



Senior Marketing Coordinator

Lawhon & Associates, Inc. (L&A) is seeking an experienced, Senior Marketing Coordinator to join our team. The selected candidate will manage the creation and preparation of professional marketing materials in support of project pursuits and client/business development objectives. They will also be tasked with maintaining written and graphic content for our website and social media platforms, as well as resumes, project profiles and firm capability statements. We are looking for someone who has strong communication skills, takes ownership and shows initiative and is effective in a fast-paced and dynamic environment. This position will report directly to the Principal of the firm.

Responsibilities

- Monitor upcoming RFP/RFQ opportunities
- Evaluate RFP/RFQ opportunities and coordinate with teaming partners
- Manage all qualifications documents, including preparing or updating technical content resumes, project profiles and firm capabilities, for prime and subconsultant submissions
- Collaborate with technical staff to develop interview presentations
- Coordinate company and staff certifications
- Develop and maintain project and client databases
- Assist with client research and development
- Identify and coordinate involvement in networking organizations, conferences and trade shows
- Develop and maintain resumes, project descriptions and print materials
- Create and update website and social media information
- Complete project-related administrative tasks, including editing of technical deliverables
- Work with Principal of firm to achieve a wide variety of marketing initiatives and strategic goals

Requirements

- An Associate's or Bachelor's degree
- At least three years of marketing experience in the Architecture/Engineering community
- Friendly and professional demeanor
- Excellent organizational skills with an ability to prioritize work
- Energetic and eager to tackle new projects and ideas
- Strong technical writing and verbal communication skills
- Comfortable in fast-paced environment with multiple tasks and projects at hand
- Proven ability to handle sensitive and confidential information with discretion
- Proficiency with Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Creative Suite (Acrobat, InDesign, Photoshop and Illustrator), WordPress and file sharing software

Contact

We offer industry-competitive salaries, medical, dental, life and disability insurance, a fully vested 401(K) retirement plan with 100% match, paid holidays and sick time. Successful candidates must have an acceptable driving record, be willing to travel and pass a background check. Please send your resume in word or PDF format to mglinsky@lawhon-assoc.com.

Lawhon & Associates, Inc. provides full-service environmental engineering and consulting services to the public and private sector. The company was established in 1985 to serve an emerging market in asbestos/lead management. Over the past 34 years, our services have grown to include environmental site investigations and remediation; ecological and wetland services; cultural and historic resources evaluations; environmental permitting; indoor environmental quality studies; and NEPA compliance. We have over 35 professionals on staff with expertise and experience relevant to the services we offer. To learn more about the firm, please visit our website at www.lawhon-assoc.com.