



Marketing Coordinator

Lawhon & Associates, Inc. (L&A) is seeking a Marketing Coordinator to join our team. The selected candidate will prepare 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 supporting project-related NEPA Public Involvement/Engagement activities. We are looking for someone who has strong communication skills, takes ownership, shows initiative and is effective in a fast-paced and dynamic environment.

Qualifications

- An Associate's or Bachelor's degree in marketing or communications
- 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 a fast-paced environment with multiple responsibilities and assignments
- Experience in the AEC industry desired
- Proficiency with Microsoft Office (Outlook, Word, Excel, and PowerPoint), Adobe Creative Suite (Acrobat, InDesign, Photoshop and Illustrator), WordPress and/or other website platforms and file sharing software

Responsibilities

- Monitor upcoming RFP/RFQ opportunities
- Prepare qualifications documents, including preparing or updating technical content resumes, project profiles and firm capabilities, for prime and subconsultant submissions
- 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 content
- Complete project-related tasks, including preparation and distribution of public involvement materials, content creation for web-based public engagement sites and editing of technical deliverables

Contact

We offer industry-competitive salaries, hybrid work flexibility, 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 kblitzer@lawhon-assoc.com. **Reference MKTG2026 in all correspondence.**

Lawhon & Associates, Inc. provides full-service environmental engineering and consulting services to solve environmental issues for the public and private sector. The company was established in 1985 to serve an emerging market in asbestos/lead management. Over the past 40 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 45 professionals on staff with expertise and experience relevant to the services we offer. To learn more about Lawhon & Associates, Inc., please visit our website at www.lawhon-assoc.com.

An Equal Employment Opportunity Employer

L&A will adhere to the commitment that all qualified persons, regardless of veteran status, race, color, sex, age, religion, national origin, disability, or any other status protected by applicable law are entitled to equal employment opportunities.