



SCJ ALLIANCE

CONSULTING SERVICES

SCJ Alliance (SCJ) strives to employ top-quality people who will support the company's unique culture—a place where we not only serve our clients, but also one another. We routinely and easily cross job description "lines" in order to be part of getting something accomplished, no matter how small the task.

Position: Senior Marketing Coordinator

Location: Flexible

Position Summary: SCJ is a dynamic, creative, and exciting engineering and planning team, focused on civil and transportation engineering, site design, planning, and landscape architecture. We are seeking an energetic and skilled senior marketing professional to join our team.

The ideal candidate will demonstrate independence and initiative and be able to move tasks forward with minimal oversight.

Essential Duties and Responsibilities: *(The intent of this list is to provide information regarding the types of duties of the position, but it is not an exhaustive list of all duties and responsibilities.)*

- Prepare high-quality materials for proposals, presentations, and SF330s.
- Conduct market intelligence and research. Federal market experience preferred.
- Work with technical staff including attending pre-proposal meetings, assisting with win strategy, managing shortlist interview preparation, and performing debrief sessions.
- Respond to various writing, editing, and image requests.
- Ensure all marketing and promotional materials are in compliance with corporate brand standards and guidelines.
- Maintain CRM marketing database. Experience with Cosential preferred.
- Coordinate events such as trade shows, conferences, and open houses.
- Represent firm to clients, business associates, and industry-related organizations, as needed.
- Assist in other marketing areas as requested or assigned.

Education, Experience, Desired Qualifications:

- Bachelor's degree in marketing, communications, or related major.
- Minimum 3 to 5 years of experience in a marketing role preferred.
- Architecture / Engineering / Construction industry experience strongly preferred.
- Energetic team player who can work comfortably with people of diverse skills; experience; and opinions, including senior management.
- Ability to work well both independently and cooperatively with staff inside and outside the department.
- Ability to think creatively and strategically.
- Excellent multitasking, time management, and organizational skills.
- Ability to work on multiple assignments and deadlines simultaneously while maintaining a high level of quality and accuracy.

- Excellent written and oral communication skills, as well as organizational and problem-solving skills.
- Computer literacy for all major business programs and email systems; proficiency in Adobe Creative Suite, Microsoft Office, and Prezi; and knowledge of CRM practices.

Special Requirements/Physical Demands/Working Conditions:

- Work is primarily performed in an office setting, with occasional site visits and inspections.
- Must be willing and able to travel for marketing meetings and training and/or to support the needs of other SCJ Alliance offices.

Compensation: DOQ, plus generous benefits package including paid time off, 401(k) matching program, health and disability insurance.

Learn more at www.scjalliance.com/culture/careers.