



Marketing Coordinator

Lacey, Washington

SCJ Alliance is a 100% employee-owned company with the mission to serve our clients, communities, and each other with creativity, knowledge, insight, and perspective. With great projects and a fun-loving team, our firm has been named one of the nation's fastest growing and best places to work in recent years. We specialize in civil engineering, transportation planning & design, environmental & urban planning, landscape architecture & design, and public outreach. Our mantra "Anticipate. Envision. Create" captures our work environment and project approach. We readily cross job description "lines" to be part of getting something accomplished, no matter how small the task.

Essential Duties and Responsibilities (inexhaustive)

- Prepare high-quality materials for proposals, presentations, and SF330s.
- Conduct market research.
- Attend pre-proposal meetings, assist with win strategy, manage shortlist interview preparation, and perform debrief sessions.
- Respond to various writing, editing, and image requests.
- Ensure all marketing and promotional materials follow corporate brand standards and guidelines.
- Maintain CRM marketing database.
- 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, and Desired Qualifications

- Bachelor's degree in marketing, communications, or related field.
- Minimum 1 to 3 years of marketing experience.
- Architecture/engineering/construction industry experience strongly preferred.
- Energetic team player who can collaborate with people who have diverse skills, experience, and opinions, including senior management.
- Excels at working both independently and collaboratively.
- Creative and strategic thinking skills.
- Excellent multitasking, time management, and organizational skills.
- Ability to work on multiple assignments and deadlines simultaneously while maintaining a high level of quality.
- Excellent communication, organizational, and problem-solving skills.
- Literacy in all major business computer programs and email systems; proficiency in Adobe Creative Suite, Microsoft Office, and Prezi; and knowledge of CRM practices.

What we bring

- [An unbeatable culture!](#) Firm-wide campouts, [mugshots](#), gold-medal [costume competitions](#)...you'll love coming to work.
- [Quality projects](#). We pursue work that improves communities, challenges us, and makes a difference.
- [Community involvement opportunities](#) and a charitable matching program.

- Retirement benefits: 401(k) & employee stock ownership plans.
- Paid time off.
- Health and other insurance plans tailored to your needs.

Visit scjalliance.com/careers to apply.