
INTRODUCTION

Based in Eugene, Oregon, **Systems West Engineers** is an MEP engineering consulting firm working for higher education institutions, public agencies, K-12 school districts, and more. We are seeking an experienced, part-time **Marketing Coordinator** to be responsible for overseeing all company-wide marketing efforts. As a member of the SWE team, you will primarily work under the Office Manager and Principals to establish and achieve strategic marketing goals and coordinate project proposals.

This is a part time, hourly position, with the opportunity to move to full time.

Specific schedule TBD. Office hours are from 8am-5pm.

Salary DOE.

ESSENTIAL JOB RESPONSIBILITIES

The right candidate will be able to complete the following tasks:

- *Strategic Marketing*
 - Direct overall marketing efforts for the company, which includes conducting market research, updating the company's marketing plan, maintaining the style guide and branding standards, and overseeing client management.
 - Maintain the company's CRM database Cosential.
 - Develop and maintain good business relationships with marketing staff of existing and potential clients to facilitate procurement of future projects.
 - Conduct bi-weekly marketing meetings.
 - Maintain the company's online presence, including the website and social media accounts.
- *Marketing Production*
 - Plan and coordinate response to Requests for Proposals/Qualifications. Become familiar with client requirements and implement them in responses.
 - Support project interviews by developing presentation and interview outlines and materials.
 - Develop and maintain proposal templates and boilerplate copy.
 - Research and communicate future capital projects planned for institutions in our market. Monitor publications and websites that post project opportunities. Monitor status of future work opportunities, including state budgets, university capital project plans, etc.
 - Coordinate and periodically attend social events, meetings, and gatherings (occasionally after hours) where clients are present.
- *General Administrative Assistance*
 - Data entry, filing, answer phone, greet visitors.
 - Run company errands as required.
 - Coordinate with staff, outside vendors, and local restaurants for lunch-and-learn presentations.
 - Plan and execute office social events such as summer picnic, holiday parties, and other company gatherings and events.

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- Assist with typing specifications, addenda, letters, studies, reports, master specifications.
 - Promote a positive, collaborative, and team-oriented Administrative Department.
 - Positive, proactive, and efficient assistance with office administrative tasks.

BASIC QUALIFICATIONS & SKILLS

- This position typically requires a bachelor's degree and 2-5 years of marketing experience, or an equivalent combination of education and experience. Experience in the AEC industry is preferred.
- Experience in a professional office environment is required.
- Adequate computer skills working in the MS Office suite, InDesign, Adobe Acrobat, MS SharePoint, and WordPress.
- Effective writing, editing, formatting, and proofreading skills.

ADDITIONAL QUALIFICATIONS

This position is for a small firm, where good team work and interpersonal relationships are essential. We are looking for someone to join our team who has:

- A demonstrated ability to prioritize and handle multiple tasks.
- Attention to detail and a high level of accuracy in preparing and entering information.
- Excellent interpersonal skills.
- The ability to think creatively and be a self-starter.

Please visit www.systemswestengineers.com to learn more about our firm.