

Marketing Coordinator

McClelland Consulting Engineers, Inc. is seeking a creative individual to join our Marketing Department in our Little Rock office. We are seeking someone with a bachelor's degree in either Marketing, Communications, or Public Relations.

Summary

This position will assist in the marketing of our engineering and landscape architectural services. This role assists with developing proposals, presentations, researching and preparing qualifications content, discovering leads, meeting deadlines, coordinating events and working on multiple projects. This position will also include trade show participating, planning, organizing and leading marketing events; as well as some additional business development responsibilities.

Essential Functions

- Management of MCE's project photo, project sheet, resume and client databases
- Coordination of proposal development from start to finish
- Development of graphics for all printed materials
- Prepare engineers and other professional staff for marketing events
- Update marketing material (project sheets, resumes, brochures, etc.)
- Keep up with industry and community award opportunities
- Maximize MCE presence through social media outlets
- Maintain MCE website
- Order and maintain promotional items
- Coordinate and schedule events, seasonal recognition, etc.
- Oversee writing and editing of proposals, qualifications, brochures and other marketing material

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies

- Bachelor's degree in Marketing, Communications, Journalism, Graphic Design or relevant work experience
- Computer skills with Adobe Creative Suite, InDesign a must.
- 1-5 years of experience in A/E/C marketing preferred

- Cosential experience a plus
- Website management
- Assist team members by collaboration and effective communication to develop innovative, quality products
- Social media management and monitoring
- Advertising and press releases for publications and industry related publications
- Strong communication and organizational skills
- Ability to work well under pressure to meet deadlines, multitask, and attention to detail
- 1-5 years of experience in A/E/C marketing group preferred

About MCE

MCE is a regional, multidisciplined engineering consulting firm with more than 130 employees throughout four offices in Little Rock, Fayetteville and Fort Smith in Arkansas, and Tulsa, Oklahoma. We are focused on providing exception customer service by committing our time, energy and professionalism to complete projects that enhance the quality of life, improve infrastructure and offer positive economic impacts to improve the communities where we serve, live and work.

MCE is an equal opportunity employer offering a competitive benefits package and opportunity for career growth.