



**HWC**  
ENGINEERING

**30**  
YEAR  
ANNIVERSARY  
1989-2019

## WHY HWC?

- Named one of the Best Places to Work in Indiana in 2016, 2017, 2018 & 2019 by the Indiana Chamber of Commerce
- Flexible work schedules
- Ability to work from home on occasion
- Competitive pay & benefits
- Performance-based bonuses & recognition
- Paid time off available upon hire & at the start of each new year

## ABOUT HWC ENGINEERING

HWC Engineering is a full-service consulting engineering firm that provides water, wastewater, stormwater, transportation, inspection, site engineering, survey, landscape architecture and planning services to both the public and private sectors.

Founded in 1989 in Terre Haute, Indiana, HWC has additional offices in Indianapolis, Lafayette, Muncie and New Albany, allowing us to provide professional engineering services to clients throughout Indiana and the Midwest.

Recognized as one of Indiana's fastest growing engineering firms in recent years, HWC is home to some of the best professionals in the business.

## MAIN OFFICE

135 N. Pennsylvania Street  
Suite 2800  
Indianapolis, IN 46204

## MARKETING COORDINATOR

HWC is looking for a qualified Marketing Coordinator to join our Marketing Group in the downtown Indianapolis, Indiana office.

### JOB DESCRIPTION

#### *Proposals*

- Manage proposal process from start to finish, including, but not limited to, gathering, reviewing and editing content, sending drafts, making edits, RFP compliance, editing technical sections, formatting page layouts and delivering to the client. Most of the time for this position will be spent preparing proposals

#### *Marketing Literature*

- Prepare, review and edit a variety of marketing literature, including brochures, cutsheets, qualifications packages, resumes, project descriptions, company/employee awards submittals and other company marketing materials
- Prepare/edit PowerPoint presentations, interview materials (boards, posters, brochures, etc.)
- Perform ongoing updates to internal company marketing database
- Order employee business cards

#### *Communications*

- Post content to company social media pages (Facebook, Twitter, LinkedIn); Facebook ad/boosting knowledge is helpful
- Create/seek content for internal company bi-monthly newsletter
- Update company website and generate new content for website

#### *Conferences & Events*

- Register company for booth/staff as attendees at industry conferences
- Register staff for hotel rooms
- Gather booth materials (banners, table cloth, promotional items, printed marketing literature, etc.)
- Set-up booth area in conference center
- Coordinate conference sponsorships and speaking engagements
- Organize company events (employee events, company meetings, holiday events, family events, company office open houses, etc.); Coordinate entertainment, food, venue, etc.

#### *Promotional Items*

- Order and maintain inventory of company promotional items

#### *Other Duties As Assigned*

- Marketing tasks not included in the list above, as-needed by the company

(Cont.)



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## MARKETING COORDINATOR

### HOW TO APPLY

If you feel you are qualified and would like to be considered for this opportunity, please email your qualifications to [hwcjobs@hwcengineering.com](mailto:hwcjobs@hwcengineering.com).

### REQUIREMENTS

- Bachelor's degree in Marketing, Communications, Journalism, Business or related degree
- InDesign, Microsoft Office and Adobe Acrobat proficiency required; Adobe Creative Suite proficiency preferred
- Ability to assist with graphic design/creative process is helpful
- 1-5 years in the A/E/C industry strongly preferred
- Must possess excellent verbal/written communication, strong attention to detail/reviewing skills
- Able to multitask, prioritize tasks, remain organized amidst multiple deadlines, maintain good time management skills in fast-paced environment and work independently or as a team
- Writing samples are appreciated