



## About HWC

### FULL-SERVICE CONSULTING FIRM

For Public & Private Sectors



**Land  
Development**



**Construction  
Inspection**



**Planning**



**Transportation**



**Water  
Resources**

- Named one of the best places to work in Indiana in by the Indiana Chamber of Commerce in 2016 - 2021
- Flexible work schedules
- Performance-based bonuses and recognition
- Continuing education and certification opportunities
- Paid time off available upon hire and at the start of each new year
- Competitive pay and benefits
- Ability to work from home on occasion

To learn more about HWC and other job positions available visit:

[HWCENGINEERING.COM/CAREERS/](http://HWCENGINEERING.COM/CAREERS/)



# JOB POSTING: MARKETING COORDINATOR

## JOB RESPONSIBILITIES

### • **Proposals:**

- Managing 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 submitting to clients. Most of the time for this position will be spent preparing proposals and meeting deadlines.

### • **Marketing Literature:**

- Preparing, reviewing, and editing a variety of marketing literature, including brochures, cutsheets, qualifications packages, resumes, project descriptions, company/employee awards submittals, and all other company marketing/communication/branded materials.
- Preparing/editing PowerPoint presentations, interview materials (i.e., presentation boards and posters), etc.
- Performing ongoing updates to internal company marketing boilerplate files.

### • **Communications:**

- Assisting with posting content to company social media (Facebook, LinkedIn) and other external communications.
- Assisting with the creation/content for internal company newsletter.
- Updating company website and generate new content for website.

### • **Conferences & Events:**

- Registering company/staff for booth/attendance as industry conferences.
- Registering attendees for hotel rooms.
- Arranging dinners for conference attendees to host our clients.
- Gathering booth materials (banners, tablecloth, promotional items, printed marketing literature, etc.).
- Setting up booth area in conference center.
- Coordinating conference sponsorships and speaking engagements.
- Organizing company events (employee events, company meetings, holiday events, family events, office open houses, etc.). Coordinating invitations, RSVPs, entertainment, food, venue, etc.

### • **Promotional Items:**

- Ordering and maintaining inventory of company promotional, clothing, and safety items.

### • **Other Duties As Assigned:**

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



## JOB POSTING (CONTINUED): MARKETING COORDINATOR

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### MINIMUM 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.
- 2-5 years of marketing experience is required.
- 1+ years in the A/E/C industry preferred.
- 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 encouraged.

### 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). Have different skills and experience than this job description offers? Please give us a call anyway, as we are actively looking to add the best and brightest people to our team and we would be excited to hear how you can contribute your passion for planning to our practice!

*HWC is an Equal Opportunity Employer (EEO) that does not discriminate on the basis of race, religion, age, gender or any status protected by federal, state or local laws. All employment decision are based on qualifications, merit, competence and performance.*