Marketing Coordinator

The **Marketing Coordinator** is integral to OLC’s team. This professional provides support to our Marketing and Business Development team, helping to implement the firm’s sustainable growth strategies across our market sector focus of recreation/aquatics, healthcare/wellness, hospitality/resort, and commercial/retail/lifestyle.

*This position will be responsible for assisting in the proposal creation process; planning and generating social media content; publishing the company newsletter and insight pieces; and other marketing and administrative tasks as needed. This position requires attention to detail, knowledge of the AEC industry and previous marketing experience.*

OLC (Ohlson Lavoie Corporation) is an equal opportunity employer with a commitment to Equity, Diversity, and Inclusion.

*Marketing Responsibilities*

* Assist with RFQ/P responses (proposals), brochures, advertisements, magazines, presentations, and other materials
* Social Media Planning and Management
* Newsletter Production and Distribution (MailChimp)
* Marketing Campaigns
* Produce marketing collateral and promotional items for advertisements, award submittals, business development efforts, conferences/trade show events
* Website Maintenance (WordPress)
* Assist with marketing campaigns, event planning and client/community giving
* Assist in maintenance of CRM platform and marketing collateral library including data entry and updating of resumes, project sheets, photography and other materials
* Assist with marketing research

*Administrative Responsibilities*

* Provide administrative/clerical support to OLC staff
* Architectural Licensing – Applications and Maintenance
* Staff Motivation – Events, Happy Hours, OLC University

**POSITION REQUIREMENTS**

* Bachelor and/or master’s degree in Marketing, Communication, or related fields
* 2-3 years of experience in A/E/C industry
* Experience preparing RFP/Q responses
* Proficiency in Adobe Creative Suite, including InDesign and Photoshop, with other graphic design or video expertise a plus
* Proficiency in Microsoft Office
* Experience with a CRM, such as VantagePoint
* Experience with WordPress
* Experience with MailChimp
* Strong communication and organization skills
* Ability to work under tight deadlines
* Ability to handle multiple assignments and responsibilities concurrently

**THE IDEAL CANDIDATE**

* Is driven to create quality work
* Thrives in a collaborative, fast-paced environment, yet is self-directed, accountable, and proactive
* Demonstrates attention to detail and an ability to work under tight and competing deadlines
* Is comfortable wearing many hats and juggling projects
* Contributes to the team and is eager to learn from others