



## Assistant Marketing Coordinator, Draper, Utah

### **JOB DESCRIPTION**

Bowen Collins & Associates is a civil and environmental engineering firm specializing in providing water and wastewater related consulting services to clients in the intermountain west. As the Assistant Marketing Coordinator, you will help with organizing marketing content, help prepare proposals, statement of qualifications, and technical writing. This position will also assist with creating graphics for engineering reports, presentations, and displays that will capture the audience's attention and effectively communicate engineering concepts.

**JOB TYPE:** 30-hours to Full-time

**EDUCATION:** Degree (or pursuing a degree) in communications, marketing, or graphic design

### **SKILLS/QUALIFICATIONS**

- 1+ years of marketing experience in the A/E/C industry
- Ability to visualize and create layouts, graphics, and illustrations for marketing materials and reports.
- Strong writing and editing skills (including grammar and punctuation)
- Exhibit persistence and follow-through on commitments and deadlines
- Experience with social media management
- Proficient with Microsoft Office products
- Experience with graphic design tools required. InDesign, Photoshop, and Illustrator experience preferred

### **Specific Duties:**

- Assist in the preparation of marketing proposals, presentations, and submittals.
- Responsible for maintaining and organizing marketing resource materials - brochures, data, photographs, files, and client information.
- Create graphics for engineering reports, presentations, and displays.
- Complete government forms, client questionnaires and qualifying statements as required.
- Maintain and revise government format SF330 for proposals.
- Initiate, write and maintain project descriptions for use in proposals.
- Initiate, write and maintain bios on firm personnel.
- Work proficiently in Deltek Vantagepoint CRM.
- Able to undertake a variety of office support tasks and work diligently under pressure.
- Excellent organizational and time management skills.

- Assist with inventory, office production, quality control and distribution of documents.
- Assist with marketing and planning. Deliver proposals as needed to clients.
- Assist administration staff with office needs.

**BENEFITS OFFERED:**

- Paid time off and Holiday pay
- Paid parental leave
- Health and Dental insurance
- EAP program
- HSA/FSA
- Life insurance and disability insurance
- Generous 401k retirement plan
- Supportive company culture

**METHOD TO APPLY:**

Resume with cover letter to: [jobs@bowencollins.com](mailto:jobs@bowencollins.com)