

Marketing Coordinator

Stahl Sheaffer is currently seeking to hire a Marketing Coordinator to join our Marketing Team at our State College office location. The focus of the position is to support marketing initiatives including social media, coordinate proposal development, and create marketing materials. This person must have writing and design skills and demonstrate a high level of initiative to collaborate with other marketing, technical staff, or clients as appropriate to meet deadlines and complete commitments.

Position Responsibilities:

- Support production and submission of proposals and qualifications.
- Routinely review RFP search engines for relevant proposal opportunities.
- Write and/or design materials to support marketing efforts (social media posts, ads, brochures, press releases, presentations, etc.).
- Upload, update, and track marketing activities, accounts, and contacts in CRM system.
- Contribute to and manage marketing content library.
- Manage marketing promotional materials and supplies.
- Coordinate and/or attend industry events and business development meetings.

Required Skills & Experience:

- Bachelor's degree in Marketing, Communications, or related field
- Ability to travel for periodic events
- Strong customer service orientation
- Ability to manage multiple priorities under tight deadlines
- Ability to lift at least 20 lbs.
- A valid driver's license and daily access to a motor vehicle (*preferred*)

Minimum Requirements for the Position:

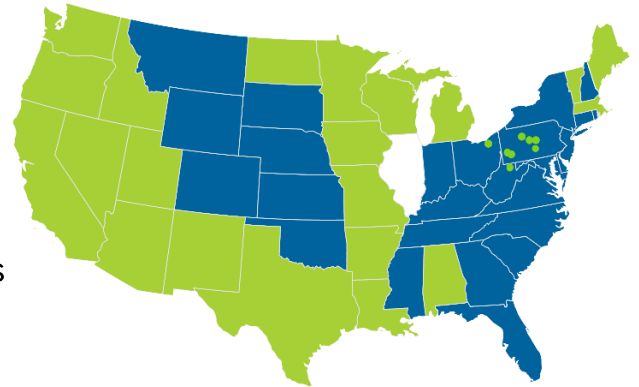
- 3+ years of marketing experience
- High proficiency in Microsoft programs, InDesign, Photoshop, and Canva
- Proven communication and design competencies (samples required)
- Experience with ECMS SOI development and submission
- Experience with social media marketing

JOIN our firm

We believe our employees make our firm successful, and we continue to seek qualified, highly motivated individuals who share our principles of personal and professional commitment and accountability

Join a firm with the opportunity to:

- Build professional skills
- Develop business relationships
- Get involved in company and community events
- Bring value to clients through your contributions
- Celebrate with colleagues



Stahl Sheaffer operates from 8 locations in multiple states, including a geotech lab in southwestern PA

Our areas of expertise include:

- Bridge design and inspection
- Building structural design
- Construction inspection and administration
- Environmental services
- Geotechnical services
- GIS services
- Site engineering
- Survey and 360° scanning
- Transportation engineering

Our ongoing relationships with clients and our business development pursuits provide opportunities for cross-discipline collaboration within our firm as well as teaming experience with other AEC firms...among many other benefits!

Stahl Sheaffer provides an extensive benefits package:

- Nine Paid Holidays
- Vacation and Sick Leave
- PPO Health Insurance
- Health Reimbursable Agreement
- Company paid Dental and Vision Insurance, with the option to buy-up to a plus dental plan
- Flexible Spending Account program
- Company Paid Life, AD&D, Short-term & Long-term Disability Insurance with the option to buy-up life insurance
- 401(k) Savings Plan with a Safe Harbor Matching Contribution
- Licensure Assistance
- Training Assistance
- Educational Assistance