

marketing specialist

Newkirk Novak Construction Partners is excited to add a motivated, creative, independent individual to our marketing and business development team. As a valued member of the company, the successful candidate will help provide strategic direction, support multi-million-dollar proposals, and contribute to marketing activities while helping to shape the company's future with their unique marketing skills. Attention to detail, a positive attitude, a willingness to share ideas, the ability to work on a team, and experience with the Adobe Creative Suite are a must!

job description

The Marketing Specialist will support day-to-day marketing activities and proposal production. This role will be responsible for pursuit management, maintaining and seeking marketing data, providing direct support to market/affiliate needs associated with project opportunities, branding, events and other miscellaneous tasks as needed.

- » Prepare proposals and presentations, including organizing submission requirements, tracking deadlines, gathering information, and coordinating materials for review
- » Generate custom copy and content for proposals and presentations, including including writing and editing text, developing layouts and custom graphics, tailoring resumes, and integrating schedules
- » Support marketing functions and plans to align with company goals and strategy
- » Draft and edit content for the company website, social media, advertising, newsletters, marketing collateral, articles, testimonials, etc.
- » Create marketing collateral for internal and external use, including project sheets, invitations, signage, and promotional materials
- » Help maintain the marketing content calendar and coordinate approved website and social media updates
- » Write project descriptions and resumes, and gather photography and images for the shared drive
- » Gather and organize project information, photography, employee resumes, and other marketing resources to keep shared files accurate and current
- » Support award submissions by researching requirements, collecting materials, and assisting with writing and production
- » Ensure high-quality work by proofreading materials and coordinating internal reviews
- » Coordinate with project teams to collect updates, identify potential stories, and arrange photography or jobsite visits
- » Build relationships with coworkers and industry peers through company activities, professional organizations, and community events
- » Participate in local events, civic and professional groups, industry trade associations and community and client activities to enhance the image of the company
- » Write project descriptions and resumes, and gather photography and images for the shared drive
- » As needed, coordinate efforts for client entertainment events with Business Development staff, including conference hospitality events and other business functions
- » Perform other duties as assigned

qualifications

- » 3+ years of marketing or related experience
- » Degree in marketing, journalism, communications, graphic design, or relevant AEC field preferred
- » Approaches work proactively, takes initiative, and consistently ensures ongoing improvement
- » Excellent written and verbal communication skills
- » Expertise with a variety of software programs, including working knowledge of the Adobe Creative Suite
- » Experience with CRM software
- » Outstanding organizational and time-management skills
- » Consistently perform work accurately and completely, and in a timely manner
- » Ability to multitask and manage competing deadlines
- » Desire to work in a deadline-oriented environment that requires flexibility and outstanding organizational and time management skills
- » Talent in presenting information concisely and accurately, with attention to detail

to apply, send your resume to careers@newkirknovak.com

This job description is intended to describe the general nature and level of work being performed. It is not intended to be an exhaustive list of all duties, responsibilities, and skills required. This role is a full-time on-site position. Newkirk Novak Construction Partners offers a competitive compensation and benefits package including Health, Dental, Vision, Disability Insurance, Paid Vacation, Holidays, 401(k) Plan with company match, and a performance-based bonus program. Newkirk Novak Construction Partners is proud to be an equal opportunity employer.