

## **Marketing Coordinator**

Interwest Consulting Group is a municipal consulting firm focused on providing thoughtful, tailored solutions that build thriving communities. Founded in 2002, Interwest provides City Engineering, Building Code Compliance, City Planning, Traffic Engineering, Capital Project Delivery, Information Technology (IT), Geographic Information System (GIS), Real Property Acquisition, and Organizational and Leadership Development Services. In our seventeen plus years, we have attracted the best in our professions and are positioned for continued growth and success.

This success has happened because we are continually looking for good people. And right now, Interwest has opportunities in our marketing division. We are looking for a Marketing Coordinator to join a team of marketers and business development professionals to support the company's various business units by providing some or all of the following:

- Work with division managers and other staff to coordinate and produce high quality SOQs, proposals and presentations from start to finish
- Maintain, write and organize marketing materials including project descriptions, resumes, project lists and related collateral
- Research and track a variety of bid opportunities for RFPs/RFQ's and maintain in-house tracking database
- Organize client events, planning/staffing conference booths, and attending industry events to promote Interwest
- Develop and communicate branding strategies and tools
- Support marketing team in day-to-day coordination efforts

### **Preferred Qualities:**

Goal oriented, collaborative, creative, flexible, ability to work well in a deadline driven environment and the ability to laugh it off. A self-starter with a positive, team-oriented attitude

### **Requirements:**

- Ridiculous attention to detail.
- Excellent written and verbal communications including proofreading, grammar, and editing skills.
- Computer proficiency required in Microsoft Word, Excel, PowerPoint and Outlook. Adobe InDesign, Illustrator, Photoshop and Acrobat Pro proficiency along with CRM familiarity (SalesForce) highly desirable.
- Work well both independently and collaboratively with proposal teams.
- 3 – 5 years of experience in a similar role, preferably in the A/E/C industry or with a professional services company.
- Bachelor's degree in Marketing, Communications or related degree.

***Why Interwest?***

Because we are different. We work hard. We offer a collaborative work environment and a culture that encourages personal and professional growth. We strive for a work-life balance. And yes, we have fun, too! The employees at Interwest are what makes us so special and if you love what you do, Interwest is a great place to do it.

In addition to an excellent and unique work environment, we offer competitive wages, complete health care benefits, life insurance, long term disability and a 401K plan.

Interwest Consulting Group is committed to providing equal employment opportunity and equal treatment in employment without regard to race, ethnicity, color, religion, gender/gender identity or expression, sexual orientation, age, national origin or ancestry, physical or mental disability, military status or any other basis in protected by applicable federal, state and local law. Interwest Consulting Group makes employment decisions based solely on the basis of qualifications for the job.