



MARKETING COORDINATOR

Summit Construction is looking for a creative and innovative thinker to join our growing marketing department! The marketing coordinator will have a platform to express creativity through writing, design, photography, and videography while marketing Summit Construction's many exciting projects, thought leadership initiatives and cultural activities. This position is for someone who enjoys day-to-day variety, storytelling, and creating interesting and informative content through the combination of ideas and technology. The ideal candidate will bring a passionate energy for developing and executing marketing strategy.

Responsibilities:

- Create proposals and branding documents in Adobe InDesign
- Create vector designs and graphics in Illustrator for clients and project needs
- Create content for website, social media, thought leadership, and company events
- Write, photograph, and post content for project updates on website
- Assist with quarterly company newsletter content creation and delivery
- Assist with Summit Gives Back and Student Learning Program coordination and planning
- Assist with coordination of project events
- Assist in strategy and execution of marketing campaigns
- Keep track of company swag inventory
- Assist with new employee onboarding tasks
- Present in client interviews as communications representative

Skills/Qualifications:

- 1-3 years of experience in a professional marketing role
- Adobe Premiere and Videography experience a strong +
- Experience with drones, lavalier microphones, gimbals, lighting equipment a strong +
- Adobe InDesign, Photoshop, Illustrator
- DSLR photography
- Social media strategy and content creation – LinkedIn, Instagram, Facebook, YouTube
- Microsoft Office suite – Outlook, Word, PowerPoint
- Content writing skills including research, planning, and outlining, editing, revising, grammar and organization
- Multi-tasking and time management skills to meet strict deadlines
- Public speaking
- Bachelor's degree in business, marketing, graphic design, communications, or related field

Compensation and Benefits:

- Competitive salary
- Medical, dental and vision benefits
- 401k with employer match
- Vacation and personal days
- Tuition Reimbursement

Why work at Summit Construction?

Summit Construction provides a positive, friendly, and supportive work environment. We highly value and respect work life balance, and the personal and professional development of all our employees. We demonstrate this through our community and family-like culture, career development opportunities, and compensation packages. People at Summit Construction are passionate about giving back to others and being a part of something bigger than themselves. Through our mission - to provide an excellent construction management experience while making a positive impact on communities - we ease the minds of our clients, and work together to reinvest in our neighborhoods.

Summit Construction is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to sex, race, color, national origin, age, religion, marital status, military service, sexual orientation, genetic information, gender identity, or any other characteristic or trait protected by federal, state, or local law.