



Senior Marketing Coordinator

Location is Seattle, WA or Lacey, WA

Who we are

SCJ Alliance is a 100% employee-owned company with the mission to serve our clients, communities, and each other with creativity, knowledge, insight, and perspective. We routinely and easily cross job description lines in order to be part of getting something accomplished, regardless of the size of the task. With great projects and a fun-loving team, our firm has been named as both one of the nation's fastest growing and best places to work in recent years. With seven offices across Washington state, and one in Colorado, we specialize in civil engineering, transportation planning & design, environmental & urban planning, landscape architecture & design, and public outreach. Our mantra "Anticipate. Envision. Create" captures our work environment and project approach.

As our business and team continues to grow, this position will move into a marketing management role.

Essential Duties and Responsibilities:

(The intent of this list is to provide information regarding the types of duties of the position, but it is not an exhaustive list of all duties and responsibilities.)

- Prepare high-quality technical architectural, engineering, and construction materials for proposals, presentations, and SF330s.
- Conduct A/E/C industry market research.
- Work with technical staff including attending pre-proposal meetings, assisting with win strategy, managing shortlist interview preparation, and performing debrief sessions.
- Respond to various writing, editing, and image requests.
- Ensure all marketing and promotional materials are in compliance with corporate brand standards and guidelines.
- Maintain CRM marketing database.
- Coordinate events such as trade shows, conferences, and open houses.
- Represent firm to clients, business associates, and industry-related organizations, as needed.
- Assist in other marketing areas as requested or assigned.
- Ability to take on additional marketing management duties as needed.

Education, Experience, and Desired Qualifications:

- Bachelor's degree in marketing, communications, technical writing, journalism or related major.
- Minimum 3 to 5 years of experience in a marketing role.
- Architecture / Engineering / Construction industry experience.
- Energetic team player who can work comfortably with people of diverse skills; experience; and opinions, including senior management.
- Ability to work well both independently and cooperatively with staff inside and outside the department.
- Ability to think creatively and strategically.
- Excellent multitasking, time management, and organizational skills.

- Ability to work on multiple assignments and deadlines simultaneously while maintaining a high level of quality and accuracy.
- Excellent written and oral communication skills, as well as organizational and problem-solving skills.
- Computer literacy for all major business programs and email systems; proficiency in Adobe Creative Suite, Microsoft Office; and knowledge of CRM practices.

What we bring

- [An unbeatable culture!](#) An autonomous and collaborative work environment, exceptional operational support, creative and supportive co-workers, and a compassionate leadership team. Plus other fun stuff including firmwide Zoom parties, [mugshots](#), gold-medal virtual baking classes, virtual fitness challenges...and a variety of other creative ways we have found to come together and hang out.
- [Quality projects](#). We pursue work that improves communities, challenges us, and makes a difference.
- [Community involvement opportunities](#) and a charitable matching program.
- Retirement benefits: 401(k) plan & employee stock ownership plan (ESOP).
- Paid time off.
- Health, disability, and other insurance plans tailored to your needs, including HSA and FSA plans.

Visit scjalliance.com/careers to apply.