

MARKETING COORDINATOR

We'd rather jump to getting to know you, but I guess we should probably introduce ourselves...

Some may say we are civil engineers, traffic engineers and landscape architects. We consider ourselves consultants - serving many different types of clients in the Midwest design and construction industry. We work out of three Illinois offices in Grayslake, Chicago and Mokena, as well as an office in Indiana. We are looking for smart, fun, ambitious, enthusiastic and energetic people who look forward to getting in the office and engaging in a multitude of activities in fast-paced surroundings.

WE'RE LOOKING FOR A MARKETING MARVEL TO JOIN US IN OUR CHICAGO OR GRAYSLAKE OFFICE.

A SNAPSHOT OF A DAY IN THE LIFE OF OUR MARKETING COORDINATOR:

- Implement marketing tactics and activities to support our firm's marketing plan
- Update and streamline our CRM system and leverage its reporting capabilities
- Develop and post content to our website, blog, and social media channels
- Help the business development team prepare statements of qualifications including resumes, project descriptions, market summaries and firm overviews
- Create print and digital marketing materials to support business development, recruiting, event marketing and communication activities
- Research target client and industry trends to help us continue to grow within the industry
- Immerse yourself in industry organizations to help cultivate your skills and better understand the complexities of our industry
- Jump in when needed to assist with planning and executing client appreciation events

YOU WILL BE SUCCESSFUL IN THIS ROLE IF:

- You love the Adobe Creative Suite so much that your friends ask you to edit their headshots in Photoshop and design their party invitations in InDesign
- You are a digital marketing native and are fluent in social media, WordPress and Mailchimp
- Your writing skills rival Hemmingway, and your mastery of verbal communication would make MLK jealous
- You want to learn more about how civil engineering greatly impacts society and quality of life
- You pay attention to the details. As far as you're concerned, anything worth doing is worth doing right – so you stay focused and nothing falls through the cracks on your watch
- You like learning new things and you learn quickly. You can think on your feet and when things change you can roll with the punches.

YOU WILL THRIVE AT EEA IF:

- You are successful in a collaborative team setting
- You are more than just a marketing professional and like doing things to remind yourself of that
- You are motivated and driven. You will raise your hand and volunteer for new challenges before you are asked
- You are going to take ownership of the time you spend with us and truly make a difference

DOES THIS SOUND LIKE **YOU**? LET US KNOW IF YOU'RE READY FOR **A FRESH START.**

Apply [Here](#)

