



Marketing Coordinator  
Environetics

Environetics seeks a motivated Marketing Coordinator to work within the Philadelphia office. Duties and responsibilities will be primarily Philadelphia focused with some support of the other 3 offices as directed on an as needed basis. Sample responsibilities include:

- Preparation of qualification packages, proposals, presentation materials, reports and communications in support of marketing activities
- Maintenance of information on project experience and resumes
- Assist with public relations activities including press releases, media relations, e-communications, conference/event coordination, and direct mail
- Assist with maintenance of website and social media venues
- Assist with research in support of pursuit and overall market strategies Researching clients, market trends and background information
- Input project, opportunity, and client data into InFocus database, and help maintain accuracy of that data on an ongoing basis
- Miscellaneous marketing and general administration tasks as requested
- Marketing, Business Development and "After Project" Marketing Graphics & Benchmarking Documentation

Candidates should have a minimum of 3 years of relevant marketing and graphic experience. Successful candidates must have a Bachelor Degree in marketing, communications, graphic design or related field. Emphasis is on communication and interpersonal skills, as well as the ability to multitask and thrive in a fast paced, deadline driven environment. Specific knowledge of Microsoft Office Suite (Word, Excel, PowerPoint) and Adobe Creative Suite (InDesign, Illustrator & Photoshop) are required. Prior experience with the architecture/engineering/ construction industry is preferred.

This position will report directly to the Marketing Manager and will have interface with the principals/partners for the firm.

Compensation commensurate with experience.

Please submit cover letters and resumes to [sjones@environetics-pa.com](mailto:sjones@environetics-pa.com)

Environetics, with over 35 staff, provides integrated architectural, MEP engineering, structural engineering and interior design services for corporate, academic, healthcare, industrial and retail clients. Through affiliated Environetics offices in Northern New Jersey, New York City and Los Angeles, Environetics can access a broad geographic area and knowledge base to better serve our clients.