



Creating ecological solutions through innovative engineering

Marketing Coordinator

Wildlands Engineering, Inc. is seeking a motivated individual to join the growing team in our Charleston, South Carolina office. This position is a full-time and in-office (in-person) role designed for a talented marketing professional. In this role, the individual will support our multi-disciplinary team in a fast-paced environment. The ideal candidate will have excellent interpersonal skills, the ability to multi-task, and the desire to take on new challenges.

Company Information

Wildlands Engineering, Inc. was founded in 2007 and focuses on stream and wetland restoration, watershed planning and assessment, and water quality management. With offices in North Carolina, South Carolina, and Virginia, Wildlands Engineering provides water resources engineering, ecosystem restoration, mitigation banking, and consulting services to various clients, including local and state government and conservation organizations. Wildlands Engineering is committed to a watershed and ecosystem approach to ecological restoration and water quality management. We provide exceptional services to our clients in an uncompromisingly ethical, innovative, and time-sensitive manner.

Job Description

Key Responsibilities

- Collaborate with the marketing team and technical staff to develop technical proposals. This includes, but not limited to, creating proposal templates, developing proposal sections, implementing proposal schedules, outreach to subconsultants to coordinate proposal items, and submitting the finalized proposal
- Maintain and coordinate updated data in company's CRM system, including resumes, project descriptions, and images
- Track RFP and RFQ opportunities on procurement websites
- Produce, maintain, and publish marketing content and collateral for potential opportunities throughout the region. This includes graphics for presentations, qualification packages, and brochures
- Assist with coordinating the firm's participation in conferences, trade shows, and business association events; be a representative of the firm at these events
- Plan, coordinate, and attend special events, including events for Wildlands Engineering's corporate volunteer program, the One + One Initiative

Qualifications

- Minimum of 1-3 years of experience with professional marketing in the southeastern United States
- Professional experience developing technical proposals in response to RFQs and RFPs
- Experience in the consulting industry and a familiarity with environmental, water resources, or mitigation services
- Meticulous eye for detail
- Ability to work under tight deadlines to produce high-quality, error-free deliverables
- A self-starter and master of managing one's own time
- Ability to take ownership of assigned tasks
- An interest in or experience with developing social media content and publishing social media updates
- An interest in or experience with developing website content and publishing website updates
- Experience with Adobe Creative Suite (InDesign, Photoshop, Illustrator)
- Experience with Microsoft programs

PLEASE SEND RESUME AND COVER LETTER TO:

Email (preferred method): resumes@wildlandseng.com; subject line: Marketing Coordinator

Mailing Address: Wildlands Engineering, 312 W Millbrook Rd. #225, Raleigh, NC 27607

The cover letter should identify previous work experience, why you are interested in this position, your approximate available start date, and any other information that you feel is important. Please be prepared to provide contact information for three references, if requested.

Wildlands Engineering provides an equal employment opportunity without regard to race, color, religion, age, national origin, sex, sexual orientation, gender identity/expression, disability, veteran status, genetic information, or any other basis protected by federal, state, or local laws.

Wildlands Engineering maintains a drug-free workplace.