

Position: Marketing Coordinator, PAE Consulting Engineers, Inc.

PAE Consulting Engineers is a 58-person firm providing mechanical and electrical engineering design for building architects and owners. Based in downtown Portland, the 40-year-old firm serves public and private sector clients throughout the west and is a leader in sustainable building design. The firm's marketing department helps secure high-caliber engineering work and also lighting design work for Luma Lighting Design, a division of PAE.

Position Description

Reporting to the Marketing Manager, the Marketing Coordinator's primary responsibilities are:

- Writing and editing qualifications packages, proposals, and other custom marketing materials.
- Laying out qualifications packages and other marketing materials in InDesign and MS Word and managing outside printers as needed
- Continually updating standard marketing materials including resumes and project descriptions as well as a digital image library
- Continually updating a marketing database of contacts and projects, and generating customized database reports
- Providing presentation support including PowerPoint layout, development of handouts, and presentation logistics and follow-up
- Assisting with marketing-related research, lead development, and lead tracking
- Updating the company website
- Binding/copying proposals, materials ordering and performing other administrative tasks for the marketing department, and supporting other company groups as needed, including administrative, financial, and project teams.

Skills and Experience

The successful candidate will have excellent writing and editing skills, and a proven ability to translate complex information into layman's terms. He or she will be an audience-focused thinker, able to select and customize text and graphics to make materials highly relevant to a given target audience, sometimes on very tight deadlines and with multiple projects underway. He or she understands the basic principals of good design and is competent in InDesign software and, ideally, in Photoshop and Illustrator. This job requires left-brain skills as well as right-brain ones, as it includes substantial database work, ongoing interaction with engineers and architects, and a high-level of organization and accuracy.

This position requires at least two years' experience in proposal writing, at least a year of experience in marketing professional services, and a Bachelor's degree. Knowledge of sustainable design, engineering or architecture is a big plus, as is experience with Deltek Vision database software.

Salary and Benefits

PAE offers a competitive salary with benefits including overtime pay, full medical/dental/vision coverage, 401k contributions, bus/metro pass, fitness club membership, professional development opportunities, and congenial co-workers, all in a newly renovated downtown office.

To Apply

Send a cover letter, resume, 3 references, and 3 writing samples to Patty Hamilton, Human Resources Manager, pattyh@pae-engineers.com. Candidates selected for an interview may be given a writing test or other skills assessment. This position is open until filled.