



Weigand Associates, Inc. (WAI) is a well-established professional services Mechanical, Electrical, and Plumbing Consulting Engineering firm well established in the Mid-Atlantic. We have an opening for a Marketing Coordinator with experience in the A/E/C industry. The successful candidate will be based out of our Germantown, MD office and will provide marketing and business development for a variety of sectors including: government, healthcare, education (K-12 and higher education), hospitality, mixed use, and faith-based facilities. Read more about WAI at www.wainet.net

Responsibilities:

- Coordinate and manage marketing activities, including: new opportunities, teaming, qualifications packages, and presentation materials
- Manage and update firm's marketing collateral
- Manage business development efforts
- Create social media content and grow audience
- Assist with maintaining company website

Position Requirements:

- Bachelor's Degree in Business Administration, Marketing, Graphic Design, or communications
- Professional with integrity, honesty
- Self-starter and good team collaborator
- Strong written and verbal communications skills
- Expertise in Microsoft Office Suite
- Good organizational, proofreading and editing skills
- Knowledge, membership, or experience with SMPS is desirable

Benefits:

- Competitive salary and excellent benefits package, including paid time off, 9 paid holidays, medical insurance, life insurance, paid health club membership, retirement plan and employee loyalty reward program
- Energetic team-oriented environment
- Hands-on experience with quality and varied project types
- A lifetime of potential growth
- Professional Development and Continuing Education Program
- Being a part of a supportive, collaborative admin team

WAI recently finished renovations on Suite 100, a technologically forward workspace environment supporting collaboration and design excellence in MEP engineering services. The salary is commensurate with the candidate's experience.

Send your resume to careers@wainet.net