

Marketing Coordinator

Columbia, MD

SPECIFIC RESPONSIBILITIES

- Plan, execute, and attend a variety of events for the Company.
- Capture still and video photographs and recordings and edit them as needed.
- Organize and schedule professional photography and video services for ongoing and completed projects.
- Design and update market collateral for the Company.
- Draft and maintain fact sheets, employee resumes, and creative material using Adobe Suite.
- Maintain the preconstruction, marketing, and business development database (Microsoft Dynamics).
- Curate program ads, post cards, announcements, etc.
- Draft press releases, social media content, and other promotional materials.
- Maintain current tradeshow material.
- Assist with writing, editing, proofing, formatting, and designing graphics for proposals.
- Establish and maintain collaborative relationships with executives, internal departments, corporate staff, site teams, clients, vendors, and partners.
- Perform additional duties as assigned.

PREFERRED QUALIFICATIONS

- Four (4)- year bachelor's degree, preferably with a concentration in marketing, communications, journalism, business administration, or related discipline.
- Two or more years of experience in marketing.
- Proficient in Adobe InDesign, Photoshop, Illustrator, and Premier Pro or equivalent video editor.
- Proficient in Microsoft Word, Excel, PowerPoint, and Outlook.
- Ability to communicate effectively with senior management, corporate departments, clients, etc.
- Exceptional writing and editing skills.
- Graphic design skills.
- Proven experience in photography, preferably with a strong portfolio demonstrating skills in event and project photography.
- Excellent organizational and multi-tasking skills, with the ability to be flexible within a deadline-driven environment.
- Detail-oriented and proactive solution-seeker, with the ability to make decisions based on information and judgment.
- Creative and passionate about delivering high-quality work.
- Self-starter, strong work ethic, and a team player.
- Willingness to attend evening events as needed.
- Interest in event planning and day-of event support.

COMPENSATION

Base salary range: \$60,000-\$70,000

APPLY TODAY

Harkins is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to, among other things, race, color, religion, sex, sexual orientation, gender identity, national origin, age, status as a protected veteran, or disability.