

Position:
Marketing Coordinator



Green Ideas™
Environmental Building Consultants

Green Ideas Environmental Building Consultants provides support for building owners, architects, engineers and contractors who build high performance, sustainable buildings. Our services include educational programs, energy and water efficiency consulting, LEED project management and product evaluation and documentation services. The Green Ideas team manages more than fifty LEED projects representing over 16 million square feet of sustainable space. Due to both the technical knowledge and practical experience of our principals and consultants, Green Ideas has become a recognized leader in the green building industry throughout the United States.

DESCRIPTION OF POSITION

The Marketing Coordinator is responsible for written communications and documentation as it relates to business opportunities, marketing communications, and business development activities. The person in this position is largely accountable for the development and maintenance of all written communications programs. Areas of accountability:

- Research and coordinate any and all Public Relations opportunities; create and maintain a media contact database
- Coordinate, create and distribute e-marketing collateral, including monthly newsletter, special announcements and holiday greetings
- Maintain and update website and marketing collateral, including social media, brochures, project profiles and Power Point slide show
- Manage calendar for public exposure events such as speaking and writing commitments, conferences and special functions for the Green Ideas Team
- Coordinate all internal and external events
- Catalogue and maintain project awards and photos
- Create marketing packets for Principals and Manager for client meetings and speaking engagements
- Update project forecast and client database in Quickbase
- Maintain and update collateral for SOQ package, including resumes, firm profile and project highlight lists
- Provide additional support to Marketing and Business Development Manager in all areas of responsibility

SKILLS AND EXPERIENCE

- Excellent organizational and communication skills
- Experience with contact relationship management software
- Ability to clearly and effectively communicate ideas both written and oral/verbal
- Expertise in creating detailed PowerPoint presentations
- Expertise in MS Word, Excel, and Outlook
- Experience with a variety of graphic design software such as In Design, Illustrator, and Photoshop
- An aptitude to learn new software as technology advances

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- Excellent writing abilities including grammatics, content and editing for technical and analytical reports for marketing purposes
- LEED AP or Green Associate is recommended

SALARY RANGE

TBD. Green Ideas offers a market-competitive salary that is appropriate to the applicant's experience level. Green Ideas also offers a market-competitive package of benefits.

APPLY FOR THIS POSITION

Please send a letter of interest and a resume to careers@Egreenideas.com