



**MARKETING COORDINATOR
FULL-TIME
GENERAL CONTRACTOR
COMMERCIAL CONSTRUCTION**

R. C. Stevens Construction Company is the Southeast's construction industry leader in industrial process with specialization in food/beverage, manufacturing, healthcare, and growing government markets. Incorporating our core values of quality, innovation, and integrity in all we do, we provide design-build services, general contracting and construction management to our clients and partners. R. C. Stevens is a Cianbro Company. Cianbro is one of the highest-ranked contractors in the United States and is one of the largest open-shop, 100% employee-owned construction companies.

The **Marketing Coordinator** will work with our team to primarily support and develop company marketing efforts, proposals, and related activities.

JOB RESPONSIBILITIES

- Maintain a portfolio of marketing information and promotional campaign items
- Coordinate and execute marketing campaigns to promote construction services, projects, recruitment, and brand awareness
- Create and update marketing materials including brochures and presentations
- Write, edit, and manage content for the company website and email campaigns
- Review, edit, and proof documentation for grammar, consistency, readability, precision of language
- Capture and organize project photography, videos, and testimonials
- Assist with the preparation of RFQs, RFPs, and other proposal submissions
- Maintain and update proposal templates, resumes, and project portfolios
- Manage and update company website content using WordPress
- Support social media strategy and maintain active company profiles (LinkedIn, Facebook, Instagram, etc.)
- Track and report on digital marketing performance (SEO, email campaigns, social engagement)
- Ensure all marketing materials adhere to company branding standards and messaging
- Plan and coordinate company participation in industry events, trade shows, and community outreach
- Maintain and update client and prospect databases (CRM systems)
- Track leads, opportunities, and marketing campaign data
- Collaborate with cross-functional teams regarding marketing efforts
- Manage marketing calendars, timelines, and project deliverables
- Coordinate with external vendors such as designers, printers, promotional, and media partners
- All other duties as assigned
- May require some travel as needed

QUALIFICATIONS/REQUIREMENTS

- Bachelor's degree in Business, Marketing, Communications, Journalism, English, or related field or equivalent experience in a fast-paced environment
- 1-3 years' experience in related work preferred
- Strong knowledge of Adobe Creative Suite (InDesign, Illustrator, Photoshop, Acrobat)
- Knowledge of Cosential (or CRM equivalent), Asana, WordPress, and Canva is preferred
- Knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, Visio)
- Proficiency with Windows operating systems and various browsers
- Ability to work independently or as part of a team
- Follow plans and instructions from supervisors or more experienced workers
- Interact with all co-workers and clients in an attentive courteous manner
- At time may perform clerical/administrative duties
- Excellent verbal and written communication skills
- Strong time management skills
- Effectively handling multiple assignments and deadlines
- Knowledge of basic construction industry and terminology preferred
- Drug-Free Workplace Program / Background Checks required
- A valid state driver's license and driving history that meets company standards is required

R. C. Stevens is an employee-owned, tobacco-free, equal opportunity employer, we do not discriminate based on marital status, race, color, creed, gender, sex, religion, national origin, gender identity, age, veteran status, union affiliation, physical or mental disability, citizenship status, sexual orientation, genetic information, or other legally protected status.