

OPEN POSITION: Marketing Coordinator I

JOB CODE: COR-MCI-03-26

OFFICE LOCATION: Foxboro, MA



POSITION SUMMARY:

Pare Corporation is seeking a Marketing Coordinator I with a minimum of 1-3 years of experience to work in our Foxboro, MA office. The primary responsibilities of this team-oriented position are to support the proposal, interview, promotional material, and presentation activities of Pare's Marketing Department, and to contribute to the maintenance and management of the firm's marketing materials and Customer Relationship Management (CRM) software. This position helps our technical staff win projects that provide meaningful and impactful improvements to communities throughout New England.

DUTIES AND CORE RESPONSIBILITIES:

- Organize and coordinate the activities and documents involved in the preparation of marketing proposals, presentations, promotional materials, and submittals -- ensuring on-time delivery.
- Work with principals, senior staff, technical staff, and other marketing team members to plan, design, write and produce proposals, qualification packages, and presentations in alignment with brand standards.
- Ensure Quality – Responsible for grammar, editing, voice and tone of document, and managing proposal production to allow sufficient time for review.
- Provide administrative support of the CRM database including opportunities, projects, clients, contacts, and reports.
- Provide graphic design support for proposals, presentations and specialized project and marketing pieces.
- Develop written promotional materials including project sheets, staff résumés, market-sector brochures, and other collateral materials.
- Assist in the planning of special events such as trade shows and conferences.
- Assist in the maintenance and provision of new content for the company website.
- Support other members of the Marketing Department with public relations and advertising programs, corporate identity development and implementation, as well as email marketing campaigns, market research, and other tasks as needed/assigned.
- Support business development activities.

EDUCATION, EXPERIENCE, AND COMPETENCIES:

- Bachelor's Degree in Marketing, Communications, English or an applicable technical discipline related to Pare's core business.
- Excellent writing, editing, and proofreading skills.
- Strong graphic design skills.
- Proficient in Adobe Creative Cloud, particularly Adobe InDesign, Photoshop and Acrobat.
- Proficient in Microsoft Office products, particularly Word, PowerPoint, and Excel.
- Experience with a CRM is strongly preferred but not required.
- A/E/C industry experience is strongly preferred.
- Strong interpersonal skills and the ability to work well with staff at all levels.
- Ability to work successfully and independently in a fast-paced environment, while managing multiple time-sensitive projects/deadlines.
- Collaboration and team-oriented mindset are essential.
- Creativity and strong attention to detail.
- Strong desire to learn and grow.

Pare Corporation offers a solid compensation and benefits plan including:

- Competitive Salaries
- Holidays and Paid Time Off
- Health, Dental, Vision, Life, and Long-Term Disability Insurance
- 401(k) Retirement Plan with Competitive Company Match
- Tuition Reimbursement
- Flexible Hybrid Working Environment
- Professional Registrations, Licensing Fees and Memberships

Compensation: \$28 - \$31 per hour

Apply for this position by uploading your cover letter & resume, referencing the job code, at <http://www.parecorp.com/Careers> or mail to: Pare Corporation, 8 Blackstone Valley Place, Lincoln, RI 02865 Attn: Human Resources. **Resumes submitted without a Cover Letter will not be considered.**

Pare Corporation is an Equal Opportunity Employer and maintains non-discrimination in employment practices including written plans for minorities and women, individuals with disabilities, and protected veterans.