

Headline:**MANHATTAN CONSTRUCTION COMPANY SEEKS TEMPORARY MARKETING COORDINATOR STARTING MID-AUGUST 2016**

Manhattan Construction Company is seeking an enthusiastic marketing professional to work temporarily starting Mid-August through the beginning of November 2016. We are located in the heart of Ballston in Arlington, VA and offer competitive rates and free parking.

POSITION SUMMARY:

Sole marketing support for the Mid-Atlantic satellite office which houses over 80 employees. Manages all aspects of marketing including proposal coordination, graphic design, writing, editing, communications and event planning.

MAJOR DUTIES & RESPONSIBILITIES:

- Develops, coordinates and prepares all bid qualifications, bid proposals, presentations and introduction packages. Ensure they're delivered in timely manner.
- Creates, edits and maintains all proposal material including project sheets, team resumes and marketing collateral.
- Maintain marketing database for Mid-Atlantic office project and staff records.
- Maintain presentation/proposal archive.
- Identify industry/community staff recognition opportunities.
- Coordinate special events for Mid-Atlantic office.
- Prepare awards submissions.
- Implement corporate branding standards.
- Write internal communications for the Mid-Atlantic office.
- Provide social media support.
- Write press releases.
- Coordinate professional photography.
- Career fair / recruitment preparation / coordination.
- Provide support to the Director of Business Development.

JOB SKILLS & ABILITIES GUIDELINES:

- Strong technical capability in Adobe Creative Cloud (InDesign, Illustrator, Photoshop).
- Strong technical capability in Microsoft Office (Excel, Word, PowerPoint).
- The ability to organize and prioritize quickly.
- Strong writing skills.
- The ability to work under deadlines.
- A solid work ethic.

MINIMUM QUALIFICATIONS:

Bachelor's Degree- Marketing or communications. May substitute required education degree with related experience on a one to one basis. A / E / C experience is preferred.