



Hydrology | Hydraulics | Geomorphology | Design | Field Services

Marketing Coordinator

cbec eco engineering, inc. (cbec), is based in West Sacramento, California, with branch offices in other areas of Northern California, Utah, Indiana, Virginia, Scotland and England (UK). We specialize in eco engineering, a term that refers to the practice of water resources engineering in ways that provide ecologically-sensitive and environmentally-sustainable solutions in the fields of hydrology, hydraulics, geomorphology, water quality and restoration design. cbec offers a stable job environment, competitive salary and benefits, and opportunities for career growth.

cbec is seeking to hire a Marketing Coordinator. The Marketing Coordinator will work with the marketing manager, project managers, senior management, and administrative staff to coordinate and develop statements of qualifications and proposals, and to assist with other marketing activities.

Roles and Responsibilities:

- Plan, coordinate and produce statements of qualifications and proposals to ensure deadlines are met and proposals are compliant with applicable Request for Proposals or Request for Qualifications instructions
- Solicit and coordinate information from project managers, project staff, external consultants, and other team members for inclusion in proposal materials
- Assist in content development (writing, editing, proofreading) for qualifications, proposals, and presentations
- Update and maintain databases of new business leads, project opportunities, project descriptions, resumes, references, and qualifications materials
- Develop marketing content for social media posts and website announcements
- Attend industry conferences and represent cbec at our company booth

Required Skills and Desired Experience:

- Outstanding writing, editing, and grammar skills
- Strong verbal communication skills and ability to communicate with all levels of employees
- Ability to manage multiple tasks and deadlines while maintaining exceptional attention to detail and professionalism
- High-level expertise in Microsoft Office software (Word, Excel, PowerPoint); graphic design skills with proficiency in Adobe Creative Suite (InDesign, Photoshop, Illustrator) are desirable as is proficiency with Adobe Acrobat
- Strong work ethic, self-motivated and committed to excellence
- 1 or more years of past experience coordinating and developing proposals, statements of qualifications and marketing materials for consulting firms is an advantage



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To apply, please send your cover letter, resume, references and salary history to Alex Valle at admin@cbecoeng.com. **cbec** is an Equal Opportunity Employer and we value team-oriented workplace and workforce diversity. Please visit our website at www.cbecoeng.com to see the array of services that we provide and exciting projects we are currently working on. No phone calls please.