

## MARKETING COORDINATOR

### *About Great Ecology*

Great Ecology is a leading ecological consulting firm focused on creatively solving ecological problems. Our mission is to help repair the world through ecology and design and expand the ecological horizon for leading corporations and public agencies. The Great Ecology team works with a wide range of public and private clients to increase the ecological and economic value to developed, degraded, contaminated, and underutilized sites.

We work together in a collaborative environment that fosters innovation in science and design while encouraging individual initiative, creativity, and skill development. Great Ecology provides opportunities to work in a variety of ecosystems and on projects throughout the United States.

### *Justice, Equity, Diversity, and Inclusion at Great Ecology*

At Great Ecology, we know working toward access, justice, equity, diversity, and inclusion is multifaceted and that meaningful change requires action.

We strive to create a workplace where people feel their humanity is recognized, welcomed, and appreciated. At Great Ecology, this means dedicating resources to maintain and improve upon access, justice, equity, diversity, and inclusion in our workplace and in our interactions with others. We know that honoring people's diverse experiences, views, and identities helps foster trust which can lead to innovation, successful collaboration, and greater resilience both within the workplace and within communities.

But our work doesn't end there.

As an ecological consulting and landscape design firm, we are engaged with rehabilitating ecosystems. For us, this means working to acknowledge and understand the ways cultural, economic, and political systems alter the natural world. We create strategies to restore biodiversity and improve the ecological function of landscapes through our technical knowledge about how people have impacted, and been impacted by, degraded ecosystems. As part of our work, we seek to create opportunities for all people to foster a sense of belonging, meaningfully interact with the world around them, and strengthen connection to place.

### *What We Offer You*

In addition to getting to work with a dynamic team and on projects throughout the United States that will grow your experience, and your career, Great Ecology offers a competitive benefits package, including:

- Paid vacation (2 weeks)
- Ten paid holidays, including two floating holidays
- Paid time off for sickness (40 hours per year)
- Paid time off for jury duty (40 hours per year)
- Medical, vision, and dental plan options
- 401K matching
- Professional Development planning and opportunities
- A charitable donation to the nonprofit of your choice on your work anniversary

Anticipated hiring range for this position is: \$30-36/hour.

## Job Description

Great Ecology is looking for an early career Marketing Coordinator to lead day-to-day marketing tasks, guide marketing initiatives, develop marketing materials and content, and coordinate with the Marketing Director to strategize and achieve company marketing and business development goals.

## Skills & Experience

- Bachelor’s degree in one of the following areas: Marketing, Business Administration, Public Relations, or related field;
- 1-3 years working experience in Marketing, Branding, or related business field;
- Proficient in Microsoft Office;
- Demonstrated proficiency in Adobe Creative Cloud (InDesign, Illustrator, Lightroom, Photoshop, Premier Pro);
- Experience with website development and/or maintenance;
- Experience managing social media channels and developing social media content (visual and written);
- Excellent communication skills with the ability to communicate complex ideas and concepts clearly and concisely;
- Detail-oriented and committed to excellence;
- An excellent eye for typography, clean layout, purposeful color, and refined style;
- Ability to communicate across departments and confidence working with team members at all levels of the organization;
- Time-management skills to meet project and proposal deadlines;
- An entrepreneurial spirit who passionately drives tasks and projects; and
- Ability to solve complex problems and provide innovative, unique solutions.

## Preferred Skills & Experience (but not required)

Preference may be given to candidates who possess any of the following:

- Experience with WordPress, particularly with BeTheme;
- Email marketing (Mailchimp or similar platform);
- Photography and videography;
- Experience searching and tracking RFP/RFQ bid opportunities; or
- Interest in Ecology and/or a background in Ecology, Biology, or related sciences.

## Key Responsibilities:

- Management of marketing materials, including: social media accounts, email marketing; company portfolio of marketing materials, Great Ecology’s website, and presentations;
- Lead company conference/event planning and grow our conference presence;

- Lead the growth of company awards list. This includes managing the award tracker, identifying new company/staff focused awards and project focused award opportunities, and submitting award applications.
- Support business development initiatives including managing the master RFP/RFQ spreadsheet, reviewing bid alerts, conducting go/no-go analyses, etc.;
- Lead marketing role for proposal development;
- Coordinate with the Operations Team to develop, update, and order marketing collateral including business cards, branded clothing/merch, branded office items, and conference swag;
- Coordinate with Operations Team with the recruiting process as well as onboarding and offboarding staff; and
- Willingness to travel to regional project sites (<5% of time).

### *Additional Information*

The selected applicant must live within commuting distance of San Diego or be willing to relocate within one month of accepting the position. Remote work is not an option.

The person who fills this position will be classified as a non-exempt employee.

### *To Apply*

Applicants must submit a cover letter and resume to be considered. Send your application materials to [jobs@greatecology.com](mailto:jobs@greatecology.com) with the subject line "Marketing Coordinator – San Diego."

For more information about our firm, visit our website: [www.greatecology.com](http://www.greatecology.com).