



ETM ASSOCIATES, L.L.C .

PUBLIC SPACEMANAGEMENT
PROJECT MANAGEMENT
PUBLIC SPACE DESIGN

Job Description

Marketing & Communications Coordinator

The Marketing & Communications Coordinator will provide support to senior ETM staff for responses to Requests for Proposals and Qualifications (RFP/Qs) and overall communication through ETM's social media and website.

Responsibilities:

- Assist ETM staff with preparation of RFP/Q's
- Assemble RFP/Q information for each RFP/Q submission as needed
- Contact submission partners/primes as needed
- For ETM-led RFP/Q's coordinate all RFP/Q submission materials for sub-consultants to meet submission schedule
- Provide support for project interviews
- Regularly search for new RFP/Q opportunities from current RFP/Q sources
- Research or follow up on new RFP/Q sources
- Maintain ETM qualification materials including resumes, project sheets, references, etc.
- Maintain organized up-to-date marketing materials
- Develop/update project sheets as needed
- Update website as needed
- Provide other graphic design-related project support as needed

Qualifications:

- Good writing skills
- Familiarity with social media platforms
- Ideally, familiarity with and ability to revise websites using WordPress
- Familiarity with Microsoft Office programs (Word, PowerPoint, Excel), AutoCAD, and Adobe programs (InDesign, Illustrator, Photoshop)
- Well organized
- Good communication skills
- Ability to work independently
- Good graphic skills

Position will initially be part-time and hybrid, with at least one day per week in-person at ETM's Highland Park office.

Please send a resume to Desiree Liu, desiree@etmassociatesllc.com