



Parrish McCall Constructors, Inc.

Marketing & Communications Coordinator

At Parrish McCall Constructors, we deliver the region's premier construction projects through a client-first, transparent process that yields great value, quality workmanship and sustainable buildings. Our mission is to set a higher bar for our industry, our community, and our future. We provide unparalleled service that translates to outstanding value for our customers. Parrish McCall is seeking a Marketing & Communications Coordinator to support these efforts.

Job duties:

1. Scan media and select client websites for project advertisements/ opportunities.
2. Compile project proposals for submission. (Content is largely developed by others, but some background in commercial construction is very helpful.)
3. Prepare presentations for project interviews. (Content is largely developed by others, but some background in commercial construction is very helpful.)
4. Keep the company website current and refreshed.
5. Regularly post on the company's social media pages.
6. Assist in coordinating the company's community outreach and events.
7. Assist in planning and coordinating occasional company events.
8. Publish a quarterly company newsletter.
9. Order and maintain a supply of company gear: shirts, safety vests, hardhats, etc.
10. Coordinate photo shoots of finished projects.

Other requirements:

1. Excellent written and verbal communication skills.
2. Strong attention to detail and organizational skills.
3. Graphic design skills a plus.
4. Minimum associates degree in communications, marketing, journalism, or similar curriculum.
5. Three years of experience preferred.
6. References required.

Software platforms utilized:

1. Adobe Creative Suite, including InDesign
2. Microsoft Office/PowerPoint
3. WordPress
4. Facebook, Instagram, LinkedIn, Twitter

Reports to: Company President

Compensation: Competitive salary and full benefits commensurate with experience and qualifications.

To apply: Email your resume to cvining@parrish-mccall.com.

