



Powers & Sons Construction  
2502 Roosevelt Ave.  
Indianapolis, IN 46218  
317-269-2550

**Job Title:** Marketing Coordinator

**Category:** Full-Time

**Effective:** March 2025

### **Summary**

Powers & Sons Construction is a leading construction management, general contracting, and design-build firm serving clients throughout the Midwest. Founded in 1967, we have built a reputation for excellence, integrity, and delivering high-quality projects across various sectors including commercial, educational, healthcare, industrial, and public works.

### **Position Overview**

We are seeking a detail-oriented Marketing Coordinator to join our Indianapolis office team. This position will support the marketing and business development efforts of Powers & Sons Construction through coordinating proposal submissions, maintaining marketing materials, and assisting with various communication initiatives. The ideal candidate will be organized, creative, and able to manage multiple priorities in a fast-paced environment.

### **Key Responsibilities**

- Contribute in the preparation of proposal responses, qualification packages, and presentation materials
- Maintain and organize the company's project database, photography library, and marketing collateral, resumes
- Update content for company website, social media platforms, and other digital channels
- Assist in the creation of marketing materials including project sheets, brochures, and newsletters
- Support event planning and represent the firm for trade shows, conferences, and company functions
- Support the development of award submissions for company projects and achievements
- Maintain contact lists and assist with CRM database management
- Assist in developing and executing "Constant Contact" programs for clients (email blasts, etc.)
- Collaborate with project teams to gather information for marketing materials
- Assist with scheduling and coordinating professional photography of completed projects
- Monitor industry trends and competitor activities
- Provide administrative support for other departments

### **Qualifications**

- Bachelor's degree in Marketing, Communications, Business, or related field
- 1-3 years of marketing or communications experience
- Knowledge of the AEC (Architecture, Engineering, Construction) industry preferred but not required
- Strong written and verbal communication skills
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)
- Basic knowledge of Adobe Creative Suite (InDesign, Photoshop)
- Experience with social media platforms and content management systems
- Detail-oriented with excellent organizational skills
- Ability to work effectively in a team environment and handle multiple tasks

### **Technical Skills**

- Microsoft Office Suite
- Basic Adobe Creative Suite skills
- Social media platforms
- Content Management Systems
- Basic graphic design capabilities
- CRM software experience a plus

**Benefits:** We offer a competitive total compensation package. Benefits available to full-time employees including paid time off, health/dental/vision insurance, life and disability insurance, annual bonus, profit sharing and 401K match.

*Power & Sons Construction is an equal opportunity employer and is committed to providing an inclusive environment. We do not discriminate on the basis of race, color, religion, gender, gender expression, gender identity, age, national origin, ancestry, disability, marital status, sexual orientation, pregnancy status, military and veteran status, genetic information, and any other status protected by law. We provide qualified applicants and employees reasonable accommodation, when necessary, to enable individuals to complete the application process and/or perform the essential functions of the job.*