



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

Job Title: Marketing Internship

Category: Seasonal

Effective: May 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

The Marketing Coordinator will collaborate with the marketing team to coordinate marketing activities for all offices. The individual will work collaboratively with team members across the organization and report to the Marketing Manager.

Responsibilities

- Proposal writing
- Maintain resumes, project data sheets, boilerplate information, photographs, etc.
- Compile introductory marketing packets and cover letters for potential clients
- Complete pre-qualification forms
- Create marketing materials
- Maintain company website, LinkedIn profile, and other forms of social media
- Compile Newsletter
- Create client presentations
- Proofread marketing and business development materials for grammar, formatting, and accuracy
- Maintain contacts using CRM software
- Assist in developing and executing "Constant Contact" program for clients (email blasts, etc.)
- Represent the firm at tradeshow and business opportunity fairs
- Administrative support of other departments

Skill Set

- Ability to work in a fast-paced environment with strict attention to detail, while managing multiple priorities and meeting deadlines
- Excellent writing and communication skills
- Proficient in Microsoft Office
- Proficient in Adobe Creative Suite Software (InDesign, Illustrator, Photoshop)
- Strong organizational skills, detail oriented
- Knowledge of database concepts
- Good time-management skills
- Ability to work in a team setting
- Understanding of basic marketing principles

Education Requirements

- Enrolled in bachelor's program for marketing, communications, journalism or related field
- A/E/C (Architecture/Engineering/Construction) industry experience preferred but not required

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.