



T (858) 292-7770

4740 Ruffner Street  
San Diego, CA 92111

[nasland.com](http://nasland.com)

## Senior Marketing Coordinator

Nasland Engineering

Nasland Engineering has an exciting opportunity to join our long-established civil engineering and land surveying firm. Nasland was founded in 1959 in San Diego. It began as a small land surveying firm and then grew to include other related services. Today, Nasland Engineering is a full-service civil engineering, surveying, and land planning firm serving all Southern California and Idaho. We have attracted and retained some of the region's most influential clients, including large development firms, numerous agencies, and municipalities. The Senior Marketing Coordinator position will be on-site in San Diego and support both the San Diego and Boise offices.

### Primary Responsibilities

- Research leads and gather information on potential clients and projects
- Facilitate the Go/No-Go process
- Coordinate and develop SOQ and proposal submittals in compliance with RFQ and RFP requirements
- Work with technical staff to develop proposal responses including scopes of services, approach, and related fee proposals
- Solicit proposal content from sub-consultants
- Manage the proposal process and schedule
- Prepare PowerPoint presentations for interviews
- Develop and maintain in-house marketing material including resumes, project descriptions and misc. boilerplate collateral
- Represent Nasland Engineering to clients, peer organizations, and business associates in professional, community and client organizations
- Maintain social media accounts and update website information
- Prepare awards submittals
- Perform other duties as may be assigned

### Education and Experience Requirements

- AA or BS Degree in Marketing, communications, journalism or English preferred
- 3-5 years of AEC industry experience a plus

### Qualifications

- Proficiency with Microsoft Suite (Word, Excel, Power Point, Outlook, Teams)
- Adobe Creative Suite knowledge a plus
- Critical thinking and problem-solving skills
- Strong attention to detail
- Excellent written and interpersonal communication skills
- Positive attitude, team player with strong work ethic
- Ability to manage time and achieve multiple deadlines
- Collaborative with various teams and people



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**Benefits**

- Medical, Dental and Vision Insurance
- Life and Long-Term Disability Insurance
- 401(k) Plan with Company Contribution
- Company Events

Nasland Engineering maintains a drug-free workplace and performs pre-employment drug testing.

Nasland Engineering is an Equal Opportunity Employer.

For consideration, please send your cover letter, resumes and work samples to Rod Lopez at [rodl@nasland.com](mailto:rodl@nasland.com).

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*Please visit our website at [www.nasland.com](http://www.nasland.com)*

