

Hutchison Engineering, Inc.

Since 1945

Carbondale • Jacksonville • Quad Cities • Peoria • Shorewood

GENERAL

Hutchison Engineering, Inc. is a full-service civil engineering firm with offices in Carbondale, Jacksonville, Moline, Peoria, and Shorewood, Illinois. With a 76 year history, we have a well-established client base throughout Illinois and southeast Iowa and routinely work on some of the most complex transportation projects in Illinois and Iowa. We are seeking an organized, enthusiastic person to lead our marketing efforts for the entire company.

JOB DESCRIPTION

As the Marketing Director you will be working with all five of our offices on the following items:

- Leading development of DOT Professional Transportation Bulletin (PTB) and Local Agency Request for Qualification Responses (RFQ) including developing task lists, formatting/graphic design, working with department managers on content and internal reviews, and final submittal.
- Development and updating of RFQ and PTB support documents including resumes and project information sheets.
- Updating information on the website including posting employment opportunities and company news.
- Posting job opportunities and company news on company social media sites.
- Development of marketing materials including brochures
- Identifying company branded promotional items and working with management to select items.
- Coordinating company marketing events including conference attendance by employees, client dinners, golf outings, etc.
- Leading efforts to hire new employees including working with department managers to develop job descriptions, posting opportunities to appropriate locations, and coordinating interviews.
- Leading development of local agency grant applications including developing task lists, formatting/graphic design, working with department managers on content and internal reviews, and final submittal.
- Assisting project managers develop presentations and other materials for project related meetings.

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The successful candidate will have the option to work out of any of the five Hutchison Engineering offices and be allowed to work remotely 50% of the time or as determined appropriate by company management.

SPECIFIC JOB REQUIREMENTS

The specific requirements for the position include:

- Strong organization skills
- Strong verbal and written communication skills
- Graphic design experience
- Experience developing presentations and marketing materials
- Experience working in team settings including collaborating with team members in other office locations
- Website updating and social media posting experience
- Experience coordinating events
- Full-time employment
- Ability to work overtime as needed
- Must have a valid Illinois or Iowa Driver's License

SALARY & BENEFITS

We offer competitive salaries and benefit packages based on level of experience including the following:

- Medical Plan with HSA Contributions
- Prescription Drug Program
- 401(k) with Company Contributions
- Tuition Reimbursement
- Time-off Benefits
- Annual Bonus Program

Base salary will be determined based on office location and previous work experience.

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Resumes will be evaluated upon receipt. Hiring will be completed as soon as possible. We will not wait until the application deadline to review resumes and schedule interviews. We encourage applicants to submit resumes as soon as possible.

Please apply by emailing resumes to Shane Larson at slarson@hutchisoneng.com.