



## MARKETING COMMUNICATIONS COORDINATOR

Sustainable Water, located in Glen Allen, VA, is currently seeking candidates for a new Marketing Communications Coordinator. This is a full-time position. The selected applicant will be responsible for coordinating company marketing / communications initiatives and assist in general business development work. Pay is commensurate based on experience.

**APPLICABLE FIELDS/DISCIPLINES:** *Marketing, Communications, Business Development*

### RESPONSIBILITIES:

- Manage company newsletter
- Manage company social media accounts (Twitter, LinkedIn, Facebook)
- Coordinate company conferences & tradeshow
- Develop company marketing collateral
- Coordinate sales & marketing communication efforts
- Maintain/manage sales database
- Business development research
- Assist in developing presentations and general business needs as required

### REQUIRED QUALIFICATIONS:

- Bachelor's Degree in above or like disciplines
- Proficiency in Microsoft Office Suite (Word, PowerPoint, Excel)
- Experience/proficiency with design programs, such as InDesign, Photoshop, or Illustrator
- Strong writing and communication skills
- Strong research and problem-solving skills
- Established work ethic & ability to prioritize
- Self-driven
- Work in a team environment
- Willingness to grow and learn

### PREFERRED QUALIFICATIONS:

- Experience in a water-related industry
- 3+ years of experience in marketing related position
- Experience coordinating email communication outreach efforts (Mail merge tools, MailChimp)
- Experience with website development and/or maintenance (WordPress, etc.)
- Experience managing social media accounts (Facebook, LinkedIn, Twitter)
- Experience/proficiency with database management (FileMaker, Access, SQL, etc.)

Sustainable Water is a leading provider of district-scale, decentralized water reclamation and reuse solutions across the United States. We develop turn-key, ecologically engineered water reuse projects in institutional, commercial, industrial and governmental market sectors. Our reuse solutions minimize risk, maximize financial savings and enhance environmental stewardship. Our mission is to introduce a new paradigm in sustainable water management for current and future generations. For more information, please visit our website [www.sustainablewater.com](http://www.sustainablewater.com) and view our company brochure [www.sustainablewater.com/brochure](http://www.sustainablewater.com/brochure).

**If you like a challenging work environment, and you are interested in this position, please send your resume, a writing sample, and any relevant portfolio work to [careers@sustainablewater.com](mailto:careers@sustainablewater.com).**