



MARKETING SPECIALIST

Sevee & Maher Engineers, Inc. (SME) has a new position for a full-time **Marketing Specialist** based at our headquarters in **Cumberland, Maine**.

Position Summary

This is an exciting opportunity for an experienced professional to play a key role in SME's marketing, communications, and business development efforts, in close collaboration with the company's owner-managers and marketing team.

Your Impact

As a **Marketing Specialist**, you will bring diverse B2B marketing and business development experience and expertise, including proven, hands-on writing and production skills. You will enjoy cultivating creative and interesting ways to build the SME brand in alignment with our strategic and operational priorities that are integral to SME's success.

An organized and results-oriented self-starter, you will also be a collaborative team player with an enthusiasm for "all things SME" who fits our friendly culture and positive work environment. Because this role works closely with SME staff, clients, vendors, and the public, your strong interpersonal, writing, and verbal skills will be important.

Responsibilities

Core responsibilities may include, but are not limited to:

- Crafting tailor-made proposals and qualifications packages. This entails reviewing and understanding RFP/Q requirements, drafting and organizing content, and working with team leaders for input on technical scope and fee elements
- Developing, writing, and editing compelling collateral materials
- Desktop publishing, including design and layout, photography, graphics, etc.
- Conducting market research to identify and qualify opportunity leads

Additional responsibilities may include, but are not limited to:

- Coordinating participation in events and special projects
- Assisting in the planning and creation of content for websites, social media, and presentations
- Providing QA/QC of materials prepared by you and others to meet SME standards
- Using our CRM platform, and
- Providing additional support as needed.

Required Skills and Qualifications

- Bachelor's degree in marketing, communications, business, or related field
- Minimum 3 years of experience in B2B marketing/business development (experience in A/E/C environment is a plus!)
- Excellent writing, editing, communication, and research skills
- Ability to multitask, prioritize, collaborate, and manage time effectively to meet deadlines
- An eye for detail, document aesthetics, and style, and
- Proficiency in MS Office (Word, Excel, PowerPoint), Adobe Creative Suite, Canva, WordPress (or similar), and basic photography.

Compensation and Benefits

SME offers an excellent compensation and benefits package that includes:

- 100% company paid Medical, Life, and Long-term and Short-term Disability insurance
- Annual contributions to the enrolled employee's Health Savings Account (HSA)
- Paid vacation and sick time and 9 paid holidays per year
- Retirement plan comprising three components: a 401(k) plan with generous matching contribution; profit sharing; and a non-discretionary 3% of gross pay contribution, and
- Performance-based year-end bonuses.

Working at SME

Founded in 1985, SME is an accomplished team of 100+ experienced and talented professionals providing environmental and civil engineering consulting services to clients nationwide. From permitting solar farms to cleaning up environmental hazards, managing society's waste, and developing sustainable solutions, SME employees share a common goal of assisting clients in the protection of human and environmental health. SME combines strong technical expertise with innovative technologies to provide cutting-edge solutions to our clients' real-world challenges.

At the heart of SME is our friendly and down to earth culture. SME is large enough to offer a full range of services but small enough that everyone on our team makes a difference. There is room to choose your own path and pursue your passions, and each person is recognized for their contribution to our collective success. Joining SME means becoming part of a group of dedicated professionals who enjoy doing meaningful work together.

Along with a collaborative work environment, SME offers:

- Work-life balance;
- Professional development and growth opportunities ;
- Intraoffice groups including hiking, hockey, and running ;
- Community involvement such as volunteer days and an SME sponsored road race team; and
- Fall golf outing, regular social events, and more.

Location

SME is based in Cumberland, Maine, just north of Portland. Perfect for a balance of work and play, we are only minutes from ocean beaches, lakes, rivers, and mountains where you can conveniently access outstanding outdoor activities. If city life is more your style, the Portland area offers fantastic shopping and dining options as well as a vibrant arts and entertainment scene.

Let's Connect!

If this position sounds like a good fit for you, **please submit your resume and cover letter as a single PDF or Word document to: smeresumes@sme-engineers.com.**

For more information about SME, visit **sme-engineers.com**. No telephone calls, please.

SME is an Equal Opportunity Employer committed to fairness in all our employment practices. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected Veteran status, age, or any other characteristic protected by applicable law.