

MARKETING ASSISTANT

Sevee & Maher Engineers, Inc. (SME) has a new full-time position for a **Marketing Assistant (entry- to mid- level)** based at our headquarters in Cumberland, Maine. Founded in 1985, SME is an accomplished team of 80+ experienced and talented professionals providing environmental and civil engineering consulting services nationwide.

Position Summary

The **Marketing Assistant** will work closely with the Marketing Specialist and other SME personnel to develop, create, and implement a wide range of strategic marketing and business development programs supporting the firm's business sectors and divisions. A strong team player, the **Marketing Assistant** will also be a self-starter with a results-oriented approach and an interest in continually learning about our firm and the services we offer. We are looking for a person who brings strong communication and creative skills and who will fit well in our friendly culture and positive work environment.

Because the **Marketing Assistant** works closely with SME's personnel, clients, vendors, and the public, your strong interpersonal, writing, and verbal skills will be important in this role. At SME, we take pride in building and maintaining meaningful, long-term relationships.

Responsibilities

The **Marketing Assistant** will support and promote the SME brand through diverse traditional and digital media activities and will never be bored. There is an exciting opportunity to grow this position to best fit your skill set, interests, and professional goals. Typical assignments will include the writing and layout design of qualifications packages, proposals, collateral materials, newsletters, and news releases. The Marketing Assistant may also maintain websites, plan and attend industry events, develop and implement social media campaigns, prepare presentations, conduct market research, coordinate special projects, and provide other support.

Qualifications and Skills

- Associate or bachelor's degree in marketing, communications, English, or related field
- Ability to write clearly in a variety of formats and for a variety of audiences
- Experience in marketing and communications, particularly in the AEC or other service industry, is desired
- Proficiency with MS Office Suite (Word, Excel, PowerPoint, Outlook) is required
- Experience in layout design (InDesign or similar), graphic design, digital media, and photography is desired
- Ability to multitask, prioritize tasks, and manage time effectively to meet deadlines
- Ability to work well both independently and as part of a collaborative team

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Compensation and Benefits

SME offers an excellent compensation and benefits package. The company pays 100 percent of Medical, Life, and Long-Term and Short-Term Disability insurance, and annually contributes to each enrolled employee's Health Savings Account. We provide paid vacation, holiday, and sick time. SME's retirement plan includes three components: a 401(k) plan with generous matching contribution; profit sharing; and a non-discretionary 3% of gross pay contribution. There are year-end bonuses for all employees.

Working at SME

From permitting solar farms to cleaning up environmental hazards, managing society's waste, and developing sustainable solutions, SME's employees share a common goal of assisting our clients in the protection of human and environmental health.

At the heart of our firm is a culture that is friendly and down to earth. 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. SME supports and encourages professional development and active participation with professional associations. Joining SME means becoming part of a group of dedicated professionals who enjoy doing meaningful work together.

Location

SME is based in Cumberland, just north of Portland, Maine. Perfect for a balance of work and play, we are located 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 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**

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.