



Marketing Coordinator

Commercial Construction / Construction Management, In-Office Position

Overview

We are a growing construction management firm based in central Indiana with nearly 30 years of experience delivering meaningful projects across our communities. Known for strong client relationships and a collaborative, team-first culture, we are seeking a Marketing Coordinator to join our in-office team. This role is ideal for someone who enjoys writing, graphic design, and working closely with others in a professional, supportive environment.

About Us

We are a general contractor operating primarily as a Construction Manager in both the public and private sectors throughout central Indiana. Our work spans K–12 education, municipal water and wastewater, healthcare, faith-based, and other institutional and commercial projects. We are a family-first, team-oriented company with thoughtful leadership and a strong commitment to developing our people. Our culture is easy-going yet professional, with opportunities for growth and advancement as the company continues to expand.

Position Summary

The Marketing Coordinator supports marketing and business development efforts and works directly with the Director of Marketing. This role is responsible for proposal development, marketing materials, and daily marketing operations, with frequent collaboration across project teams and leadership.

Key Responsibilities

- Coordinate, write, edit, and produce RFQ/RFP and proposal responses
- Develop clear, client-focused pursuit narratives
- Collaborate with project teams to gather technical information
- Design and update proposals, brochures, qualifications, and presentations
- Manage website content, project updates, and company news
- Coordinate trade shows, conferences, and industry events
- Support marketing schedules, processes, and databases

Required Skills & Qualifications

- Strong writing, editing skills and graphic design (Adobe InDesign, Illustrator, or similar)
- Ability to manage multiple deadlines and priorities
- Comfortable working with technical staff in a team environment
- In-office availability and strong communication skills

Preferred Experience

- 2+ years of marketing experience, preferably in construction, AEC, or professional services
- Experience with RFQ/RFP processes

Why Join Us

- Collaborative, team-oriented culture
- Opportunities for professional growth
- Stable, well-established company with continued growth

How to Apply

Please submit a resume and brief cover letter to info@pattersonhorth.com. Writing or graphic samples are encouraged.