

Digital Media Coordinator Job Description

Standard Reference	7.1.2 & 7.2	Revision	2
Applicable Sites	All sites	Document Owner	President

KC Engineering and Land Surveying, P.C., a multi-discipline consulting engineering firm, is seeking a candidate for a **Digital Media Coordinator** in our **Circleville office**. This is a full time position.

The potential candidate must meet the following minimum requirements:

Experience/Qualifications:

- BS in Digital Media/Marketing/Communications/Advertising/Public Relations or similar field.
- Ability to work in Circleville, NY office from 8am to 5pm.
- Advanced experience with the Adobe Creative Suite (InDesign, Photoshop, Illustrator, Premier).
- Experience with Microsoft Office (Word, PowerPoint, and Excel).
- Experience with full-manual digital photography and photo editing, including enhancement and recovery of low-quality images.
- Experience with fundamentals of web design and website maintenance.
- Experience with WordPress and website management.
- Must be extremely organized and efficient at meeting concurrent deadlines with minimal oversight.
- Must have excellent verbal and written communication skills as well as editing abilities.
- Must have a specific interest in implementing new technologies, software, and procedures.
- 2 years of demonstrated experience in brand development.
- Experience with video production including direction, design, editing, grading, and delivery is a bonus.

Licenses/Certifications:

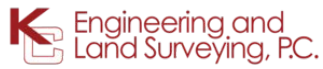
- Must have New York State Driver’s License.

The responsibilities of this position are as follows:

The primary work location is at the KC Circleville office. Successful candidates may be required to provide support to other KC offices on an as needed basis.

- Managing company public relations efforts and overall brand image.
- Developing brand standards to advance KC’s mission for growth through consistent visuals and tone across multiple platforms.

Revision	Description of Change(s)	Reviewed By	Approved By	Date Approved
2	Revised Font & Design (no updated training needed)	<i>Colleen O'Donovan</i>	<i>Joseph A. ...</i>	10/26/2017



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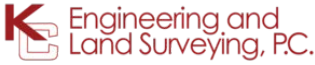
- Overseeing and quality assuring outgoing materials for compliance with brand specification.
- Designing marketing materials, such as proposals, newsletters, handouts, signage, advertisements, webpages, and more.
- Composing and formatting newsletter features, blog entries, and social media posts.
- Maintaining WordPress-based website.
- Managing/updating the company's marketing plan and various databases.
- Supporting marketing's proposal efforts by researching and responding to Requests for Proposals, coordinating with remote personnel, and effectively managing proposal deadlines.
- Updating company resumes and project descriptions.
- Occasionally attending out-of-office promotional events such as Chamber of Commerce meetings, ribbon-cutting ceremonies, etc.
- Occasionally providing phone coverage for front desk.
- Assisting with special projects.
- Managing calendars, schedules, and event planning as needed.
- Requires prolonged sitting in front of a computer.

KC Engineering and Land Surveying, P.C. offers competitive benefits including:

- Health, vision, dental, and LT disability insurance (company pays 80% of the base plan premium)
- ST disability insurance (company pays 100%)
- FSA Medical and Dependent Care Plan
- FSA Commuter Transit program
- 401 (k) Profit Sharing Plan with 100% match up to 4% of gross salary
- Discretionary year-end bonus
- Discretionary year-end profit-sharing up to 6% of gross salary
- Paid vacation (15 days annually – accrued based on start date)
- 8 company-paid Holidays
- KC is an E-Verify company
- KC is an Equal Opportunity Employer

Please note this job description is not designed to cover all duties required for this job. Duties, responsibilities, and activities may change at any time with or without notice.

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Additional information about KC may be found at: www.kcepc.com



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