

Marketing and Social Media Coordinator

We're seeking a creative and motivated Marketing and Social Media Coordinator to support our brand, tell the story of our projects, and grow our presence across digital platforms. This role is ideal for someone who's passionate about content creation, construction, and building community relationships through strategic marketing. This position is on site in Plainville, CT.

Key Responsibilities

- Manage social media accounts (LinkedIn, Instagram, Facebook) and content calendar
- Create engaging content: photos, videos, graphics, and project updates
- Coordinate website updates (projects, team, news) via CMS
- Visit job sites to gather visual content and interview team members
- Support proposal development, presentations, and branded templates
- Track analytics and prepare performance reports
- Assist with internal communications, recruiting, and event marketing
- Ensure consistent branding across all materials and platforms

Qualifications

- 1–3 years of experience in marketing or communications (construction industry preferred)
- Strong writing, editing, and visual storytelling skills
- Proficiency with social media tools (Meta Business Suite, Hootsuite, etc.)
- Experience with Canva, Adobe Creative Suite, or similar design tools
- Familiarity with WordPress or other CMS platforms
- Comfortable collaborating with office and field staff

Bonus Skills

- Photography/video editing
- Proposal writing experience
- SEO or Google Analytics knowledge
- Drone License and Capabilities

Why Join Us?

- Competitive salary and benefits
- Collaborative, growth-minded team
- Opportunity to shape the voice of a trusted construction brand
- Work that makes a visible impact on our communities

AA/EOE M/F/Disability/Vet

Please submit your resume and project history to:

Human Resources Department

P.O. Box 99

Plainville, CT 06062

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