



## MARKETING COORDINATOR

Protection Development, Incorporated is looking for a Marketing Coordinator to lead our marketing and business development efforts with creativity and passion.

### ***What does the Marketing Coordinator do?***

- Collaborate with staff regarding the scope of work to develop and review professional services agreements with a high level of detail and accuracy. Respond to requests for qualifications from owners and A/E design firms and provide corporate, project, and staff information in the necessary format.
- Create graphic/written materials for marketing and recruitment. including staff resumes, marketing materials, and project experience descriptions.
- Develop and implement digital media strategies. Our Marketing Coordinator will maintain and update the company website and social media pages.
- Conduct market research and analysis to identify new opportunities and trends. Prepare recommendations for marketing focus and budgeting and present to leadership.
- Coordinate events for internal team building as well as client outreach and appreciation. Organize attendance at industry conferences. Research, select and order promotional items on an as-needed basis.
- Represent the firm at networking, industry, and recruitment events and must represent the company with professionalism and maturity.
- Work independently with a broad directive to develop marketing strategies and attractive, compelling professional materials. Senior staff will provide support, collaboration, and guidance. Our team works together for large project deadlines and day-to-day tasks, as needed.

This position is not remote and generally requires being in the office Monday-Friday during normal business hours. There may be occasional overtime to meet a deadline or attend an event.

### ***What are the skills and qualifications required?***

- Minimum of 2 to 4 years of marketing experience in professional services. Experience in the Architecture, Engineering, and Construction (AEC) industry is a plus.
- A bachelor's degree in marketing, communications, business or related field is preferred. Any combination of education, experience and skill will be considered.
- A valid driver's license, reliable transportation, and the ability to pass a background check are required.
- Proficient in Adobe Creative Suite (InDesign, Photoshop, Illustrator) and standard software (Windows, Word, Excel, Outlook). An advanced level of MS Word (styles, formatting, etc.) is highly recommended. Experience with Canva, WordPress, and familiarity with social media platforms is ideal.
- High level of organization is needed as well as a keen eye for detail and page design.
- Strong command of the English language and outstanding communication skills. Exceptional proofreading skills and understanding of grammar, format, punctuation, tense and tone.
- Good verbal communication skills and confidence in networking to build professional relationships. Ability to attend networking events occasionally during evening or weekend hours.
- A positive mindset, strong work ethic, and a willingness to go the extra mile to meet competing deadlines.

Please note this posting is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

***What compensation and benefits are offered?***

PDI provides competitive compensation and benefits to attract and retain highly skilled people. We offer full time employees:

100% paid medical coverage for employees \* life insurance \* 10 paid holidays per year  
401(k) with matching contributions \* sick & vacation leave \* paid memberships and continuing education

During the interview process, a full explanation of the benefits will be provided. Family medical, dental, and vision coverage are also available. The compensation for this position will be discussed during the hiring process and will be dependent on education, experience, and skillset.

***What is the next step?***

We are ready to talk to you! Send your resume and a cover letter (in PDF format) to [careers@pdifire.com](mailto:careers@pdifire.com). In the cover letter, tell us why you are the ideal candidate for our team. Please include "Marketing Coordinator" in the subject line.

Attn: Human Resources  
Protection Development, Incorporated  
8620 N. New Braunfels Avenue, Suite 100  
San Antonio, Texas 78217

***About Protection Development, Incorporated***

Protection Development, Incorporated is a San Antonio based fire protection engineering firm that has served the Central and South Texas area for almost 40 years. We provide fire protection engineering services such as sprinkler and fire alarm design, engineering evaluations, life safety plans and performance-based designs offering innovative solutions to complex fire and life-safety challenges. PDI provides consulting services for fire, building, and life-safety codes, including plans review and the issuance of commodity letters. PDI also provides government third-party plan review services on behalf of local jurisdictions. In addition to its engineering and consulting services, PDI's permitting staff assist clients through the construction permitting process from initial application, through all necessary inspections, to final certificate of occupancy. Visit our website for more information <https://pdifire.com/home/>.

Protection Development, Incorporated is an Equal Opportunity Employer that considers applicants without regard to age, race, color, national origin, religion, gender, sexual orientation, marital status, disability, or any other protected status. If you have any accommodation requirements, please let us know. We'll do our best to meet your needs in accordance with applicable local legislation.