



Position: Marketing Manager - Executive Assistant

RiverRestoration

Location: Carbondale, Colorado

Company Description:

We offer a unique and specialized solution to river restoration projects throughout the Intermountain West and nationally. At RiverRestoration, we endeavor to design from a river centric perspective. Every design or recommendation should relate back to a direct improvement in the social, economic, and environmental/ecological values of a healthy river. Candidates should maintain this perspective, convey the benefits of this perspective to prospective clients, and share this perspective through a variety of marketing materials.

What it really comes down to is our commitment to developing strong, long-lasting relationships, that go beyond the technical services that are expected. Simply put, RiverRestoration is technically proficient in our service offerings - it is expected and important, but only represents one portion of our partnership. We take pride in being a client-focused organization.

At RiverRestoration we have a strong culture and are passionate about healthy rivers. Our staff is highly competent with strong backgrounds in science and applied real world experience and highly productive with the ability to efficiently create valuable work products. We are a dedicated, outgoing and communicative group, with a strong sense of loyalty to our colleagues.

Job Description:

RiverRestoration is seeking applicants for a Marketing Manager and Executive Assistant for its Carbondale office in western Colorado. The successful candidate will support company managers, and independently manage specific portions of Operations and Business Development/Marketing functions and perform other important administrative duties. The successful candidate will serve a critical role in facilitating the administrative functions of the office and in supporting senior leadership on top corporate initiatives. Responsibilities:

- Use Adobe InDesign and other software to develop visually attractive marketing materials, state of qualifications, proposals and reports.
- Write and edit technical statement of qualifications and proposals, including cover letters, resumes, and project descriptions/approaches
- Proof read, edit and publish technical documents including memorandums, reports, and permits
- Organize, manage and enhance the Company's marketing activities, including: branding, establishing and maintaining client communications, seeking prospective work through a variety of procurement sources, and pursuing potential new sources.
- Manage the company's website (Weebly) and social media accounts (Facebook and Instagram)
- Perform office management duties, including: organizing meetings, managing databases,

organizing company events or conferences, implementing and maintaining procedures/protocols.

- Assist the Company executives in day to day operations, including managing schedules and appointments, preparing and attending meetings, and taking and distributing meeting notes.
- Manage the Company's contracts, insurance certifications and professional licensures.

Minimum Qualifications:

- 3 years of professional experience in a position similar to the description above.
- Demonstrated strong communication skills, both written and verbal.
- Demonstrated strong attention to detail.
- Demonstrated strong organizational and management skills, including working with a team in a small office setting.
- Skilled with MS Office and other common productivity software packages.
- Skilled in Adobe InDesign and Illustrator
- Experience managing schedules and calendars for multiple managers.
- Experience in responding to Requests for Proposals from a variety of entities, especially local, state, and federal governments and NGOs.
- Demonstrate high emotional IQ and professional demeanor.
- Must be able to maintain confidences and protect confidential information.
- A team player with a no-excuses, desire to grow attitude.
- A current driver's license.
- Ability to work in a drug free environment.

Preferred Qualifications:

- Knowledge of engineering/architect business processes.
- Knowledge of rivers and river systems.
- Knowledge of government procurement processes.
- Previous experience managing contracts.
- Previous experience managing insurance certifications.
- Previous experience tracking and managing licensure.
- Experience supporting "C Suite" executives.
- Marketing/Branding experience, including graphic design and layout.
- Demonstrated ability to think strategically.

To apply, please email a cover letter and resume to career@riverrestoration.org with "Marketing Manager Applicant" in the subject line.

RiverRestoration is an equal employment opportunity company; women, minorities, veterans, and individuals with disabilities are encouraged to apply.