

Communication & Media Coordinator

Atlanta Metro Area

With more than 70 years of serving the Southeast, Keck + Wood is a dynamic, employee-owned firm with offices in Georgia and South Carolina. Our employees serve Transportation, Community Development, and Utility clients across the southeast through quality engineering, planning, landscape architecture, and land surveying.

Collaboration By Design is not just a tagline, its the foundation of how Keck + Wood serves clients, improves communities, and strengthens its people.

Challenging and rewarding opportunities are here....are you ready?

The Communications & Media Coordinator role is an incredible opportunity to make a lasting impression across the company, and with the communities we serve by crafting stories through social media, web design, graphic design, creative writing, photography, and video. If you are a dynamic, creative individual looking to make your mark in a growing firm, we want to meet you!

The right candidate should embrace these characteristics:

- **A Desire to Learn** – Every day there is a great story happening here, and we want you to tell it!
- **Managing Up** – Communicate across leadership, learn the facts, and inform in a timely manner.
- **Being Proactive** – Collaborate through the hurdles, create and share compelling stories and content.
- **Strong Communication** – Ability to converse, listen actively, build a story, and follow up.

Candidates Required Skills:

- **Print & Digital Advertisements** – Ability to develop print & digital ads via editorial calendars.
- **Web Presence** – Development and upkeep of site, collaborate to keep content current.
- **Social Media** – Collaborate and educate individuals how to release stories that are interesting.
- **Newsletter** – Produce the monthly internal company newsletter.
- **Direct Campaigns** – E-Mail, conference notifications, knowledge articles, etc.
- **Photography & Video** – Create and catalog photos and videos of projects, office events, etc.
- **Graphic Design** – Have a creative eye towards design, the ability to create images & infographics.
- **Creative Writing** – Experience in translating technical text into relatable stories for the public.

Our goal is to make you successful in work...and in life!

Keck & Wood provides a culture for you to thrive, instead of just collecting a paycheck. From team outings to company events, we provide opportunities for you to connect with others in the company on both a professional and personal level. Our flex schedule attitude helps you achieve a suitable work-life balance to grow your career, without having to give up your life to do it.

Supporting our competitive pay, our compensation packages can also include 401(k) contribution match, spot bonuses, performance-based incentive pay, and our Employee Stock Ownership Plan (ESOP). Benefits can provide peace of mind to focus on your career, so our packages typically include medical, dental, vision, short and long-term disability insurance, paid holidays, paid time off for sick & vacation leave, paid time off for eligible volunteer service, and more.

Visit our website for a full list of compensation opportunities and benefit options to grow your career and build your life.

The right skills....for your success!

- Bachelor's degree or higher in communications, public relations, marketing, graphics, business, or journalism
- 5+ years of similar A/E/C communications experience a plus
- Strong communication, writing, and editing skills.
- Strong Experience with Adobe Creative Suite
- Experience with Microsoft Office and/or Google Platform
- Strong knowledge of WordPress or similar web development software
- Deltek Vantagepoint or similar CRM experience is a plus
- Ability to collect, analyze, and report on communication metrics
- Strong organizational and time management skills
- Ability to multi-task, and perform effectively under deadlines with attention to detail
- A strong desire to learn, grow within a company, and help the company grow.

Why Grow Your Career At Keck + Wood?

Being the Communications & Media resource is great opportunity to build your career by sharpening your professional skills, building responsibility, and networking with great people who serve and care about local communities in a relaxed culture. By joining our team, you can:

- Work in a SMPS friendly firm with CPSM's | CMO | and veteran mentors
- Strengthen your experience in crafting stories across different communication platforms
- Empower other professionals through instruction and knowledge sharing
- Take control of your future by joining a growing, all employee-owned firm

What We Offer

- Competitive base pay based on experience
- Employee Stock Ownership Plan (ESOP)
- Bonus & Incentive Plan Opportunities
- Company 401(k) match plan
- Work/life balance through flexible work arrangement & work from home opportunities
- Company sponsored medical, dental, and vision plans
- Company paid basic life, short-term, and long-term disability insurance
- Flexible Spending Accounts
- Generous PTO policy including paid time off for volunteer activity
- Tuition reimbursement program
- Reimbursement for approved professional development training, license fees & membership dues

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is primarily performed in a professional office environment while seated at a desk and requires the ability to sit for long periods of time. This position routinely uses standard office equipment such as computers, phones, copier, and scanner machines. The position frequently moves about the office to use office equipment, access files and records, and attend meetings. The position must frequently lift or move up to ten pounds and occasionally lift, push or pull up to twenty pounds or bend, kneel or reach overhead.

The statements contained in this position description reflect general details as necessary to describe the essential functions of the position and the level of knowledge and skill required. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or balance workloads. Offers of employment with Keck & Wood are contingent on the ability to successfully pass a background check and drug screen.

With our steady growth and "Pathways to Success" advancement mindset, the right candidate has incredible career potential at Keck + Wood. If today is the day to give your career the boost it needs, please contact us!

Keck & Wood, Inc. is an Equal Opportunity Employer and does not discriminate in hiring based on race, color, national origin, ancestry, religion, sex, disability, veteran status, age, genetic information or any other classifications protected under federal, state or local law. We ensure nondiscrimination in all programs and activities in accordance with Title VI of the Civil Rights Act of 1964. If you need more information or special assistance for persons with disabilities or limited English proficiency, contact Human Resources, at 678-417-4000 or kwc@keckwood.com.