

MARKETING & PROCUREMENT SPECIALIST

QUALIFICATIONS

- Bachelor's Degree Preferred
- Prefer experience writing, reviewing, and editing documents
- Must be able to work well with others and thrive in a team setting

JOB DESCRIPTION

As a Marketing & Procurement Specialist, you will receive on-the-job learning experiences and work collaboratively as part of a high-performing team. A few examples of Key Responsibilities in this role are:

- Lead and assist in writing a variety of documents including project documentation, procurement responses, marketing materials, and organizational documents.
- Review and edit procurement and project documentation for proper grammar, formatting, structure, and spelling.
- Design and create graphics to be included in project and procurement documentation.
- Assist in managing the procurement response process including managing timelines, assigning work, leading meetings, and meeting procurement deadlines.
- Assist in managing the firm's social media presence to include creating content, managing social media accounts, and scheduling content releases.
- Assist in developing and implementing the firm's marketing plan and strategy.
- Assist in creating marketing materials and planning for marketing events such as conferences, job fairs, and firm events.

BENEFITS

- 3 Weeks of Paid Time Off for Full-Time Salaried Employees
- Sick Leave for Full-Time Salaried Employees
- 100% Employer Provided Health Plan
- Relaxed, Informal Work Atmosphere
- Open to Either Full-Time or Part-Time
- Employee-Friendly Culture That Prioritizes Work-Life Balance and Employee Health

ABOUT CANOPY

Canopy Management Consulting Group was established to utilize extensive industry experience and harness technological innovation to drive client success. We've seen and experienced how complex business and governmental issues can result in significant organizational cost and, just as importantly, negatively impact customer experience. We don't just work to provide our clients with answers; we guide them through the real impacts of change that can be the difference between success and failure. We have extensive experience in the public and private sectors, and our specialty consulting areas include information technology, Salesforce development & implementation, grants management, finance and administration, procurement, and organizational change management.

