



Founded in 2006 and headquartered in Burlington, Massachusetts, **CSL Consulting, LLC (CSL)** is an Owner's Project Management and Mitigation firm that provides construction consulting services to a full spectrum of clients in the higher ed, private K-12, corporate, hospitality, healthcare, development, infrastructure, nonprofit, and life sciences markets, among others. Our extensive portfolio includes management of new construction, renovation, and maintenance projects from planning to completion. We build and lead project teams, negotiate contracts, oversee budgets, and manage contractors, always putting our clients' interests first.

As one of the most trusted and dedicated consultants in the construction industry, CSL delivers exceptional client experiences through the culture of our organization and the strength of our people, ensuring construction project challenges are managed in a way that capitalizes on our teams' strengths and ensures our clients and their projects are successful.

Company Culture

At CSL, we focus on hiring and training the most talented professionals in the industry and providing a rewarding work environment with emphasis on quality of life. Our firm values personal and professional development, as well as team collaboration. Ideas are generated, shared, and employees are empowered to fulfill their responsibilities, and encouraged to take initiative in making a positive impact on the company.

Assistant Marketing Manager

The primary role of the Assistant Marketing Manager will be to provide support for marketing initiatives aimed at driving sales, earning new business, and promoting client engagement. He/she will develop and execute a strategic marketing plan and will ensure that all marketing collateral, including brochures, project profiles, presentations, website, case studies etc. are designed to enhance CSL's professional reputation.

This position will be based in our Burlington office with occasional visits to the company's Boston office. Standard work hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, however some after-hours work may be required occasionally.

Primary responsibilities will include, but not be limited to:

- Assist in the preparation of RFP/proposal responses and qualifications in collaboration with the partners, the leadership team, and project managers resulting in new clients and new project engagements.
- Actively manage the proposal process from start to finish; apply marketing best practices to improve the quality and efficiency of responses.
- Design and draft content for market sector brochures and other marketing materials, from website and social media content to case studies, and maintain project portfolios and professional resumes for team members.
- Manage and maintain CSL's project and marketing databases.

- Edit project photos and prepare presentation materials.
 - Create custom design projects as needed.
 - Develop a company social media plan. Draft and post social media content.
 - Assist with ordering marketing items for CSL's offices.
 - Assist with event planning as needed.
 - Become well versed in the overall goals, mission, and values of the company and be able to convey them through creative writing and design. Recommend and implement process improvements when appropriate.
- Display a strong aptitude of the organizations core competencies which include:
 - Client Focus - Building strong client relationships and delivering client centric solutions.
 - Situational Adaptability - Adapting approach and demeanor in real time to match shifting demands of different situations.
 - Managing Complexity - Making sense of complex, high quantity, and sometimes contradictory information to effectively solve problems.
 - Judgement - Making good and timely recommendations/decisions that keep the project and organization moving forward.
 - Collaborates - Builds partnerships and works collaboratively with others to meet shared objectives.
 - Manages conflict - Handles conflict situations effectively and professionally.
 - Builds relationships-Effectively building formal and informal relationships inside and outside of the organization.
 - Communicates effectively-Develops and delivers multimode communications that convey a clear understanding of the unique needs of the audience.
 - Takes Initiative - Takes actions that will improve effectiveness and efficiency of team and project.
 - Improves work process - Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement.
 - Ensure Accountability - Holding self and others accountable to meet commitments.
 - Drive Results - Consistently achieving results, even under tough circumstances.
 - Instills trust-Gaining the confidence and trust of others through honesty, integrity, and authenticity.

Minimum Requirements

- Bachelor's degree and a strong interest in working in the construction management industry.
- Experience working in a professional setting.
- Proven record of success working as a member of a team.
- Self-starter, energetic, motivated, and enthusiastic with strong attention to detail.
- Excellent interpersonal, written, and verbal communications skills.
- Commitment to delivering an exceptional client experience.
- Creative and critical thinker with the ability to turn creative ideas into compelling content and meet deadlines.
- Candidates must be proficient with Adobe Creative Suite (InDesign, Illustrator, Acrobat) and Microsoft Office Suite.
- Willingness to learn Salesforce and WordPress if not already familiar.
- Capacity to multi-task in a composed and professional manner.

- Ability to work independently and take a proactive approach to managing workflow.
- Salary is dependent on skills and experience.
- Interested candidates must submit a cover letter, resume, and design samples that demonstrate past work. Design samples should include graphic design work that you have completed in InDesign combining both visual and written content.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.