



Established in 1911, Warfel Construction Company provides general construction and construction management services to clients throughout Pennsylvania and surrounding states. Warfel's mission is to develop Clients for Life® by striving to understand the goals of our clients intimately, promoting collaborative teamwork, and delivering projects in an efficient manner.

Warfel Construction is currently seeking a **Communication Coordinator** to coordinate, execute, monitor, and measure the company's communications efforts. This role will report directly to the Marketing Communications Manager (MCM), with regular interaction throughout all departments within the field and office environments.

Job responsibilities include, but are not limited to, the following:

- Develop and implement the design and execution of social media campaigns to include Facebook, Instagram, Twitter, LinkedIn, and YouTube
- Exercise creative involvement to create infographics, draft and edit content for review, produce and edit video content, and recommend strategies for increased engagement
- Track analytics, new innovations and software/apps, providing recommendations as needed
- Adhere to social media schedules, in collaboration with MCM
- Create press releases and blog posts for website publication, as directed by MCM
- Update website as needed with written content, photographs, job postings, etc.
- Assist with special projects requiring video development and editing for marketing, client services, training, project profiles, etc.
- Maintain and update marketing materials as directed
- Maintain online apparel storefront and track orders for team members
- Support marketing and mediate requirements for jobsites and ongoing work
- Provide administrative support to programs and internal teams
- Support Human Resources team with employee onboarding process and recruiting initiatives
- Assist in the development of proposal documents and qualifications packages, as directed by the Communications Manager
- Maintain photo library for marketing department
- Other duties as assigned



QUALIFICATIONS:

- High School diploma or GED; Marketing or Communications degree preferred
- 1 – 2 years of experience through professional, personal, internship or educational examples
- Knowledge of Microsoft Office Suite and Adobe Creative Suite.
- Preference will be given to candidates who have experience in the following: Facebook, Twitter, Instagram, LinkedIn, WordPress, Canva, basic video editing.
- Excellent personal presentation and communication skills
- Ability to be creative, innovative, and knowledgeable while developing best approach to projects.
- Able to work as a collaborative member of a team and problem-solve
- Exhibits Warfel Core Values of honesty, integrity, accountability, initiative and teamwork

Competitive pay and benefits offered. Warfel Construction Company is an equal opportunity employer.