Join a dynamic, fast-paced, team-driven environment! Merritt Properties, a division of Merritt Companies, has an immediate opening for a Marketing Coordinator in Baltimore, Maryland. We are a privately held commercial real estate development company with properties throughout Maryland, Virginia, North Carolina, and Florida.

Leroy Merritt, who founded our company in 1967, often completed deals on a handshake and that level of trust and respect continues at Merritt Companies today. We strive to provide a rewarding work environment that encourages an entrepreneurial spirit and cultivates each employee’s full potential, a place where employees are more than just teammates—they’re members of the Merritt family.

There are many benefits in joining the Merritt team, however, due to the nature of our business and our industry we exclusively offer onsite work opportunities.

Position Summary:

Merritt’s marketing team is responsible for marketing the company as a whole, as well as marketing the specific services of our leasing and construction divisions.  These tactics include traditional advertising, digital marketing, public relations, tenant communication, collateral materials, sponsorships, events and social media.  In addition, the marketing team oversees the company’s charitable donations, park and tenant signage, professional photography and videography, company trips/outings, professional and industry organization memberships, and internal communications.

You’ll need the ability to work with all personality types in a non-structured environment.   A good candidate will be a high-energy self-starter, extroverted personality, and enjoy learning. We want someone who is willing to try new things, continue those that work and learn from those that don’t.

You must have a friendly, outgoing, "how can I help you" personality.

The Marketing Coordinator will support the marketing team across all platforms and markets. Specific responsibilities for this position may include:

* Help coordinate and staff hospitality and marketing events
* Coordinate tenant retention efforts
* Work directly with tenants and vendors to fulfill signage orders
* Draft and post content for company intranet
* Update office building interactive directories
* In-house production of leasing collateral materials
* Upload information and images to company websites
* Coordinate professional membership renewals and sponsorships
* Draft and send tenant eblasts
* Assist with social media posting
* Create digital marketing analytic reports
* Manage media subscriptions
* Upload, tag and catalog professional photos to company photo library
* Create and manage media deadline calendar notices
* Distribute leasing announcements to local media
* Order business cards and other collateral
* Assist with promo item orders and inventory
* Coordinate charity requests, sponsorships and tickets
* Manage corporate passes to area attractions
* Other duties as assigned
* Regular attendance required

Required Skills/Experience:

* Bachelor’s degree in Marketing, Communications, or related field
* Willing to consider partial college and relevant experience in lieu of degree
* Ability to work individually on self-driven projects
* Strong organization, prioritization, analytical and time management skills
* Ability to be flexible as projects and/or priorities change
* Excellent customer service and communication skills, both written and verbal
* Thorough knowledge of Microsoft Office products, including Word and Excel.
* Knowledge of InDesign, Photoshop and/or Hubspot a plus
* Experience with corporate social media and email marketing a plus
* Must be fluent in English
* May be subject to pre-employment background check
* Must pass pre-employment drug screening
* Must have access to reliable transportation

Additional Information

Please email your resume to employment@merrittproperties.com and reference job code MM009220701 in the subject line. All applicants with these qualifications will be considered for employment. Requests for accommodation may be submitted by telephone at 410-298-2600 or by email to employment@merrittproperties.com; this mailbox will be checked throughout the duration of the job posting.

Merritt Properties offers a generous and robust benefits package to all full-time employees including many employer-sponsored benefits: Dental insurance, Long and Short-Term Disability, Group Life Insurance, Group Long Term Care Insurance, and Medical Insurance that is 100% employer paid up to the in-network out-of-pocket maximum. In addition, Merritt also offers employees 401(k) Plan participation with employer match, an Employee Assistance Program, Flexible Spending Accounts, paid Holidays, Paid Time Off, and more!

Merritt team members enjoy a variety of complimentary beverages including freshly brewed coffee on demand, sparkling and still water, sodas, juices, and more. Merritt supports all employees with a robust wellness program full of fun challenges, valuable information, resources, tools, and outings. Those located at our headquarters in Baltimore Maryland enjoy complementary membership to Merritt Clubs as well as access to our onsite private fitness facility. Our workspaces are designed with our employees’ wellbeing in mind with standing desks and spaces to collaborate or unwind (and perhaps even engage in a little friendly competition over a game of squash or billiards!).

We believe that caring for our employees leads to long-term success and we seek opportunities to nurture each employee’s talents. But most importantly, we empower each employee to focus on making people happy by doing what is right—for our customers, partners, vendors, and for each other. And because our employees are also owners of the company, every one of us is equally and uniquely committed to furthering the continued success of our organization.

Merritt Properties, LLC is an Equal Opportunity / Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law. Drug-Free Workplace.

Executive Order 11246, as amended, protects applicants and employees from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees.