



# Position Description

## MARKETING ASSOCIATE

### Location

This position is based in Montpelier, Vermont, but will consider remote or hybrid work arrangements for the right candidate.

### Reporting Relationship

This position reports to the Marketing Director.

### Position Summary

Stone Environmental, a 100% employee-owned science and engineering consulting firm, is seeking a dynamic and detail-oriented Marketing Associate to join its Marketing Team. This person will play an integral role in coordinating proposal development efforts, managing marketing content, and supporting marketing campaigns and initiatives.

### Job Responsibilities

- Work with the Marketing Director to coordinate and manage the proposal development process from start to finish, working with project managers and technical experts to write, verify, edit, and format proposal information and ensuring that submittals are accurate, timely, and well-written. The candidate is expected to transition to lead proposal development coordinator within six months.
- Collaborate with the Marketing Director and technical staff on marketing campaigns and business development initiatives.
- Help develop, document, and implement systems and/or strategies to effectively manage marketing content.
- Help maintain Stone's Customer Relationship Management (CRM) system.
- Assist with branding and design projects, as assigned.
- Provide administrative and communications support for marketing and project-related tasks as needed.

### Experience and Education

- Bachelor's degree in communications, marketing, environmental science, or a related field with a minimum of 2-5 years of relevant experience.
- Strong written, verbal, and interpersonal communication skills.
- Exceptional organizational skills, meets deadlines, and the ability to work well under pressure.

- Ability to write, edit, review, and format technical and scientific content, and collaborate with technical staff across all levels of the firm to complete marketing projects.
- Detail-oriented with an eye for design and a focus on quality.
- Proficiency in Microsoft Office suite (especially Microsoft Word).
- Experience working in the AEC industry or environmental consulting field (preferred)
- Graphic design experience (preferred).

## How to Apply

Please visit our careers page on our company website at <http://www.stone-env.com> to apply online.

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## About Us

Stone is 100% employee-owned environmental science, engineering, and consulting firm located in Montpelier, Vermont, with remote offices in Missouri, Austria, and Germany. Founded in 1992, our mission is to provide tools, information, and analyses to help our clients solve environmental challenges with integrity, expertise, and innovation. We bring together over 60 scientists, engineers, and foundation staff with diverse backgrounds and skills—and a shared commitment to excellence, creativity, and accountability through employee ownership.

Since 2016, Stone’s employee-owners have taken a direct stake in the value and health of the company through an Employee Stock Ownership Plan (ESOP). This unique ownership and management model is a powerful motivator that inspires close cross-department collaboration and company-wide unity. Stone has an excellent compensation package, including competitive pay; health, dental, and vision insurance; 401K with company match; ESOP benefit; paid time off; and flexible holidays.

But what really sets us apart—and makes employee-owners want to stay at Stone—is our culture, the interesting and meaningful work we do, and the inspiring, dedicated people we work with. Stone has a progressive culture—from open communication, transparent leadership, and the freedom to explore one’s passions—to its commitment to giving back to the community and a firm “work hard, play hard” mentality. Simply put, it is one of the best places to work and why were voted a top place to work in Vermont for the last five years.



Stone is proud to be an equal opportunity and affirmative action employer. We are committed to diversity and inclusion throughout all aspects of employment. The decision to hire, promote, discipline or discharge is based on merit, competence, performance, and business needs. We do not discriminate on the basis of race,

color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status that is a protected category under federal, state, or Vermont law. Our employee-owners have taken an active role in ensuring our team is diverse in its composition, equitable in its practices, and promotes an inclusive culture.