



**JOB DESCRIPTION:** We are seeking to find a Marketing and Business Development Specialist. As a Marketing and Business Development Specialist at CMB Services Inc., you will be part of a dynamic team, playing a pivotal role in our growth within the federal sector. This position is designed to offer a hands-on experience that goes beyond traditional roles, providing a comprehensive understanding of marketing strategy and business development in a unique and challenging environment.

**JOB RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:**

- Conduct in-depth market research to identify potential clients, competitors, and industry trends.
- Analyze data to contribute insights for strategic decision-making.
- Assist in the development of comprehensive proposals, ensuring a clear understanding of project requirements.
- Collaborate with the marketing and proposal writing team to create compelling and unique content.
- Contribute to the management of social media platforms, crafting engaging content to enhance our online presence.
- Monitor industry conversations and trends to identify opportunities for engagement.
- Support the planning and execution of marketing events, including conferences, webinars, and networking sessions.
- Coordinate logistics to ensure seamless event operations.
- Work closely with the marketing and business development teams to align strategies and goals.
- Participate in team meetings, contributing innovative ideas and solutions.

**REQUIREMENTS/QUALIFICATIONS:**

- Knowledge of Microsoft Office Suite to include Excel, Word, and Outlook
- Currently enrolled in a relevant degree program (marketing, business, communications, etc.).
- Strong analytical and research skills.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office Suite.
- Enthusiastic about marketing and business development in the federal sector.
- Clean Background Record

**PERFERED SKILLS**

- Federal Sector Exposure
- Strategic Marketing
- Proposal Development
- Networking and Relationship Development

Throughout your time, you will receive mentorship from experienced professionals in the field. Our team is committed to providing guidance, sharing industry insights, and facilitating your professional development. You'll have the chance to learn from seasoned experts who are passionate about cultivating the next generation of marketing and business development professionals. We are invested in the growth of our team members and actively support their career advancement within the company.

**SCHEDULE:** Full Time

**REPORTS TO:** Marketing and Business Development Coordinators