



**Job Posting:** Welty Building Construction

**Job Title:** Marketing/Business Development Co-op (Intern)

**Department:** Marketing

**Location:** Welty Building Construction

3421 Ridgewood Road – Suite 200

Fairlawn, Ohio 44333

**Salary Range:** \$15-20/ Hour

**Position Type:** Full Year Part Time – ideally 20 hours per week through the college year and all breaks.

**Reports to:** Brittney Bradner – Marketing & Business Development Coordinator (big fan of outdoor activities, her Goldendoodle, strange work hours, healthy eating, and a good road trip)

### Company Overview & Job Summary:

Come discover your Marketing career potential at a company that is literally changing the skyline of Cleveland and northeast Ohio! Welty Building Construction is the largest regional construction and related professional services company in NEO. We build **iconic corporate headquarters**. **Goodyear** in Akron. **Dealer Tire** in Midtown. **Timken** in Canton. And right now, **Sherwin Williams'** global HQ right on Public Square in downtown Cleveland, as well as new corporate offices for **CBIZ** next door to Top Golf.

If **historic renovations** are your thing, we moved the **Richard Howe House** for the **Ohio Erie Canal**, saved the **Bowery** in downtown Akron, re-imagined the **Cleveland Athletic Club** into **the Athlon** apartments, and restored the **Old Akron Post Office** into **Energy Harbors'** new HQ.

Our Arts and Destination projects include the Stadium and Center for Performance at **the Pro Football Hall of Fame** -- and right now a new hotel and waterpark, renovations at **Blossom Music Center**, we built the stunning **Akron Art Museum**, **the National Inventors Hall of Fame**, and are breaking ground on a new HQ and Gallery for **Peg's Foundation** in downtown Hudson. Welty **Builds to Last** and delivers **Extraordinary Building Experiences**.

And, if your interests go beyond Building Construction, Welty owns an Economic Development consulting business, a Development group for corporate offices and apartments, a Project Management group serving Public Utilities, a commercial Furniture and Design firm, and who knows what we might start next?

We are looking for just the *right* **second** or **third-year** student who wants to work while attending school. We are looking for a **Marketing, Digital Marketing, Communications, or Business Major** for more than just a summer Internship. We want your year-round help. *Are you creative?* Do you create great social content? We need compelling graphic design, proposals, and presentation creation skills. To highlight our great people and their greater work.

# WELTY

BUILDING CONSTRUCTION

*Are you brilliant at research?* Mining databases for potential project leads and connections. Scanning news of the region to find new business opportunities. Writing Public Relations stories. Planning and pulling off inspiring events – from company outings to groundbreakings and ribbon-cutting ceremonies. We won't lie, there will be some invoicing and filing and copy writing and less than glamorous stuff. If you're into learning every aspect of a marketing career from a manager that might occasionally rock pink hair, over rotting in a cube staring at Excel Spreadsheets and windowless walls, then Welty might be the perfect place to learn, contribute, and potentially start a career.

And, if career experience AND making your community a better place are must-haves as you work your way through school, Welty loves to volunteer! Late night meals for Doctors, Nurses, and staff at Akron Children's Hospital, Christmas gifts and Valentines for the kids in their care, clean up at LeBron James' House 330, and for the Ohio and Erie Canal, and paid volunteer time to work on the missions you love. Welty believes that giving Time, Treasure, and Talent are some of the best investments we make.

## Qualifications:

- **Social Media and Digital** – content creation, editing, and story-telling, plus key word research for SEO.
- **Graphic Design** – Adobe Creative Cloud (InDesign, Illustrator, Photo, Premier Pro, Acrobat Pro) and Microsoft Office Suite (Outlook, Excel, PowerPoint) plus digital photography and video editing skills.
- **Research and Database Mining** – Industry, Market Trends, Pursuit related Research, plus 'Construct Connect' or the demonstrated the ability to learn new platforms.
- **CRM experience** is a plus (Microsoft 365), but if we can learn it you can too.
- **Communications skills** – written and verbal with capable copy writing skills across print collateral, website content, publicity, and advertising.
- The right **behaviors, attitude, and drive matter** way more than specific and direct experiences in the function or industry. Attention to detail, communication skills, and organization skills overcome so many experience gaps when you are just beginning a career.
- Dependable transportation is required – Akron, Cleveland, and around northeast Ohio.
- Physical abilities to lift and move things and work safely in an office setting and on commercial construction job sites from time to time – 25-40 pounds from time to time.

## Other Stuff:

- We will work around your class schedule and provide reasonable flexible work hours and location – you should be ready and willing to work some non-traditional hours if we are crashing towards a deadline.
- There are good snacks and beverages in the office – along with great people to share them with.
- There might be an occasional dog in the office. Many of us love dogs.
- And, we will accommodate your vacation plans. Because we love family and friends too.
- No suits and ties. Dress-for-success here may not be t-shirts and shorts, but work boots and jeans can be pretty cool too.

