



ABCSD MARKETING OPPORTUNITIES

858.513.4700 | www.abcscd.org | 13825 Kirkham Way Poway, CA 92064

COMPANY INFORMATION

Company _____

Primary Contact _____ Phone Number _____

Email _____



PROJECT COORDINATOR POSITION REQUIREMENTS:
 Job Qualifications and Responsibilities include, but are not limited to the following:
 • Minimum 3 years Project Coordinator experience within commercial construction industry
 • Aided with data entry
 • Proficient in Microsoft Project, Word, Excel, Outlook, Sage 100 Contractor
 • Excellent communication skills are required and the ability to work well with others as team member with emphasis on Customer Service.
 • Maintaining accuracy is of critical importance
 • Excellent verbal and written communication skills
 • Ability to handle multiple projects at any given point in time
 • Provide technical support as necessary and ability to resolve issues
 • Provide support to Project Managers as required
 • Document control
 • Track RFI's, submittals, changes, cost proposals
 • Certified payroll
 • Setting up & maintaining project binders and folders
 • Salary based on level of experience.

Contact Nolan Torres, Director of Field Operations and Safety at 760.929.9787 or ntorres@prava.com to apply today.

PROJECT MANAGER POSITION REQUIREMENTS:
 • Minimum 10 years of experience working with corporate clients
 • Minimum 5 Years as a Project Manager for Private and Public Works Commercial Construction

☐ Job Posting(s)

Number of Job Posts _____

- Unlimited run time on website until position is filled
- One month feature in by-weekly e-newsletter
- Unlimited run time on ABCSD LinkedIn page

\$100 per job posted

Submit the following:

- Job Title
- Job Description
- How to apply
- Company logo



☐ E-Newsletter Advertisement

- All newsletter marketing pieces are hyperlinked.
- Annual rates include two months free.

☐ Quarter page ad: **\$150 per month**

☐ Third page ad: **\$100 per month**

Submit the following:

- Ad that meets dimension requirement (See back of form)
- Hyperlink or pdf for ad

PAYMENT

Total Amount Submitted _____

Name on Card _____

Credit Card # _____

Expiration Date _____ / _____ VIN (Last 3 Digits on Back of Card) _____

Signature _____ Date _____

Submit this form & your Job Post/ Advertisement to:

Sabrina Kosmas, Member Services & Events Manager, sabrina@abcscd.org



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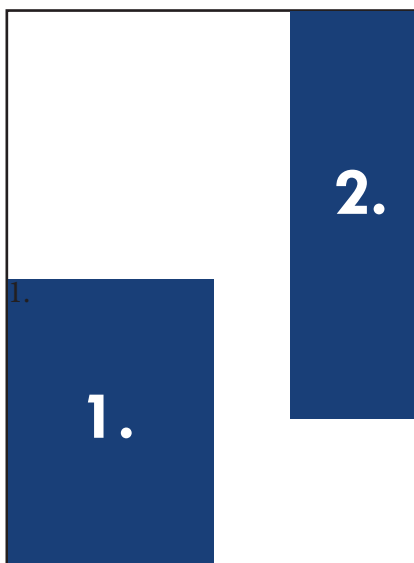
E-NEWSLETTER AD DIMENSIONS

Newsletter Ads

- Submit ads as high resolution .eps or .png files
- Submit hyperlink or pdf you would like your advertisement to link to Sabrina Kosmas

Ad size options:

1. Quarter Page.....3.55" x 4.85"
2. Third Page.....2.25" x 8"



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Sabrina Kosmas, Member Services & Events Manager, sabrina@abcSD.org