

Marketing Coordinator

Description:

The Marketing Coordinator will be a member of the firm's four-person marketing team and will work directly with marketing and administrative staff, principals, and design staff. Working within our existing brand framework the Marketing Coordinator will assist with coordination and production of written proposals and marketing collateral material including writing, editing/proofreading, and production. This position requires the ability to work in a fast-paced environment, multi-task, meet aggressive deadlines, and may require working overtime during peak periods.

Responsibilities:

- Coordinate the preparation of proposals, award submissions, and technical report documents, rough draft through final layout & production, including coordination with technical staff, partner and subconsultant firms.
- Champion, refine, and maintain brand identity guidelines and the firm's graphic system across marketing and project teams.
- Assist with writing, editing and proofreading.
- Database maintenance and organization including project descriptions, staff resumes, and digital images / photography.
- Support interview and presentation preparation with hard copy print and electronic graphics.
- Create, maintain, and update marketing collateral templates, including brochures, advertising, and promotional program graphics.
- Collaborate with IT to ensure operation and quality of output of color printing equipment. Coordinate with administrative staff to maintain equipment inventories (ink, paper, etc.). Evaluate new equipment as needed.
- Conduct targeted market research.

Skills & Qualifications:

- A Bachelor's degree in Marketing, Communications, Journalism or related combination of education and experience. Experience with a professional services firm preferred.
- Attention to accuracy and detail. Responsible for the overall quality of work produced.
- Demonstrated, outstanding graphic, writing, spelling, grammar and proofreading skills.
- Proficient with Adobe CS Suite (Photoshop, Illustrator, and InDesign) and Microsoft Office Suite.
- Able to format complex documents and presentations.
- Able to work both independently and collaboratively as part of design and marketing teams.
- Strong work ethic and highly organized, with ability to communicate, multi-task, and work under deadline pressure.
- Able to absorb and apply constructive criticism from peers and clients.

About Hennebery Eddy

At Hennebery Eddy Architects thoughtful, talented people are behind every great design project. The strength of our award-winning portfolio is a direct reflection of the professional and personal development of our staff. Our collaborative team shares a passion for architecture and interior design and possesses an interminable work ethic and an entrepreneurial spirit. Our body of work, contribution to design and sustainability throughout our region, and commitment to crafting a strong creative organization was recognized when the firm was selected for the AIA Pacific Northwest Firm Award and as an Architect Magazine Top 50 Firm in 2018 & 2019. As a JUST Organization, we are committed to creating a workplace where our staff thrives – serving our clients, our community, and the world as a design partner and steward of global resources while fostering delight in the human experience. Please visit henneberyeddy.com for additional firm information.

Benefits

Hennebery Eddy offers a comprehensive benefits package. Along with competitive health plan options, flexible paid time off, and retirement savings contributions, we offer benefits that support our employees' personal and professional lives and foster our firm culture. These offerings include alternative transportation subsidies, secure bike storage and changing/shower facilities, community engagement opportunities and paid volunteering days, a community service scholarship, a sabbatical program, and substantial financial support for professional development, licensure, certification, and training.

To Apply:

For consideration, please send the following items to humanresources@henneberyeddy.com with your name and Marketing Coordinator referenced in the subject line.

- Cover letter
- Resume
- Sample work product

No phone calls. No agencies.

Hennebery Eddy Architects, Inc., is an equal opportunity employer.