



## Marketing Coordinator

### Description

The Marketing Coordinator will be a member of the firm's 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. This position is located in Portland, OR.

### 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.
- 2+ years of 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**

Hennebery Eddy Architects is driven by the values of the West: simplicity, efficiency, and beauty. Since 1992, we have made a significant impact on our region's built environment. The firm's projects fall in four primary market sectors: academic, civic + cultural, commercial, and aviation + transit. Our work includes comprehensive architectural services, interior design, planning, sustainable design, and historic preservation characterized by well-crafted, thoughtfully detailed designs that respect their sites and strengthen their context. Hennebery Eddy serves clients throughout the West through our headquarters in Portland, Oregon, and our studio in Bozeman, Montana.

We aspire to design net-positive solutions through healthy, efficient, and adaptive spaces that are responsive to our clients, the environment, and the people who use them. The result is a net-positive outcome for the greater community. As a JUST™ Organization, we are passionate about making a positive contribution to our greater environment and the human situation through designing places where people gather, work, live, and recreate. Our design approach is grounded in our core values, and uses a collaborative process with principals, associates and interns working together in an open studio.

This approach has resulted in more than 60 design awards, including local awards for historic preservation. Hennebery Eddy is a recipient of the AIA Northwest & Pacific Region Firm Award and is one of the country's top 50 architecture firms named by Architect magazine. Please visit [www.henneberyeddy.com](http://www.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 a monthly work-from-home stipend, 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 [jobs@henneberyeddy.com](mailto:jobs@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. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability.**