



## Marketing Coordinator

### Description

Are you into InDesign? A wiz at writing (and even better at editing?). Can you herd cats and hustle on deadlines? We're looking to add a marketing coordinator to our busy team based in Portland, Oregon — someone with a strong grammar game, eye for design, and fierce commitment to teamwork. Hennebery Eddy Architects has an established brand and a growing regional presence, supported by a top-notch marketing team. In this key role, you'll interface with staff at every level of the firm, helping teams strategically connect our brand to our business goals. This includes:

- Coordinating written proposals in response to detailed RFPs and RFQs
- Preparing statements of qualification highlighting our portfolio, services, and people
- Supporting interviews, presentations, and other business development efforts
- Writing, editing/proofreading, layout design, print production, and vendor coordination
- Championing, refining, and maintaining brand identity and graphic guidelines
- Multi-tasking in a fast-paced environment with aggressive deadlines, and may require working overtime during peak periods
- Assisting with a broad range of other marketing efforts, such as award submissions, marketing collateral, CRM database management, market research, and online media

### Skills & Qualifications

- Bachelor's degree in marketing, communications, journalism, or a related combination of education and experience
- 2+ years of experience with a professional services firm preferred
- Proficient with Adobe Creative Suite (InDesign, Photoshop, Illustrator, Bridge) and Microsoft Office Suite
- Demonstrated outstanding skills in graphic layout design, writing, and proofreading
- Ability to organize and format complex documents and presentations
- Strong work ethic and organization skills, with ability to communicate clearly
- Ability to work both independently and collaboratively, including as a team coordinator
- Ability to work under deadline pressure and strong attention to accuracy and detail
- Ability to absorb and apply constructive criticism from peers and clients
- Sense of personal responsibility for the overall quality of work produced

### To Apply

Please send the following to [jobs@henneberyeddy.com](mailto:jobs@henneberyeddy.com) with your name and "marketing coordinator" referenced in the subject line. The ability to translate detailed RFPs and follow directions is essential to this position; *incomplete applications will not be considered*. No phone calls and no agencies.

- Cover letter
- Resume



- Sample work product(s)

### **About Hennebery Eddy Architects**

Hennebery Eddy 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 committed to business equity and 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 all staff working together in open studios.

This approach has resulted in more than 80 local, regional, and national design awards. Hennebery Eddy was the 2018 AIA Northwest & Pacific Region firm of the year and is one of the country's top 50 architecture firms as named by Architect magazine. Please visit [www.henneberyyeddy.com](http://www.henneberyyeddy.com) for more information about our firm, people, and values.

### **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.

**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.**