

MARKETING COORDINATOR

DIGSAU is an award-winning firm practicing contemporary architecture, urbanism and environmental design. We are recognized for our expertise in providing unique, high-quality, and sustainable design solutions for a diverse client group. Our office operates as an open studio and values design excellence, collaboration, friendliness, and a shared commitment to our colleagues and clients.

We are seeking a full-time Marketing Coordinator with excellent written and oral communication skills and a strong eye for graphic design. The successful applicant will be a self-motivated multi-tasker demonstrating strong organizational abilities, and with a proven experience creating and developing architectural proposals and qualifications packages. The candidate will possess an aptitude for working in a fast-paced, deadline-oriented climate. This position reports to the Principals and Business Director and offers strong growth potential. The role is critical to the growth of the firm.

Key Responsibilities of the position include:

MARKETING

- Develop and coordinate proposals in response to RFPs and RFQs;
- Ensure compliance with Proposal requirements, including content, format, production, and final delivery;
- Maintain and manage Proposal Templates, including Project Sheets, Resumes, and Firm Information;
- Track the status of all active potential projects and maintain detailed records of all submissions;
- Systemize and maintain marketing files, including management of digital image archive;
- Support Principals and key personnel preparing for interviews, including researching clients, projects and selection committees and developing project specific graphic materials;

PUBLIC RELATIONS

- Prepare and coordinate awards submissions;
- Manage creation and distribution of announcements, postcards, and newsletters;
- Formatting, editing, and graphics creation for web, digital, and print collateral.

PRESENTATIONS, LECTURES & EVENTS

- Producing presentation slides for national presentations and lectures;
- Maintain comprehensive lecture archive including presentation slides and speaking notes;
- Supporting event planning for conferences, speaking engagements, professional networking events, and company events.

JOB REQUIREMENTS

- Excellent communication skills and strong interest in design and architecture;
- Bachelor's Degree in a creative field, preferably in Marketing, Architecture, Communications, or Graphic Design;
- At least 2 years' experience working in marketing at an architectural or engineering firm;
- Fluent in Adobe InDesign, Photoshop, Illustrator, and all Microsoft Office products.

DIGSAU is an Equal Opportunity Employer. Salary is commensurate with experience and skill. It may be necessary to work occasional late nights and weekends.

Applicants should send a Letter of Interest, CV, and Portfolio in one PDF document, not to exceed 5MB, to: employment@digestau.com

No phone calls, please.