



JOIN OUR TEAM

Marketing Coordinator

If you love creativity and efficiency equally MMW Architects is looking for you! This position will be a mix of branding and proposal design/coordination, copy writing experience a plus. We need someone to keep our messaging and branding consistent and on-point.

Deadlines are a thing. You will be required to work in a fast paced and changing working environment that is focused on completing tasks efficiently and consistently. You will be working with different people on different proposals and presentations, but will be required to keep branding consistent. This means you must work independently on multiple projects simultaneously. You will need an open mind and must have a willingness to develop new skills as job responsibilities evolve.

You will be joining a TEAM. MMW consists of twenty-five architects and staff, who work hard and enjoy the perks of living in our area. We are community minded, our staff serve on multiple boards and non-profits. We are focused on sustainability and are always looking for the best way to improve our practices in our architectural designs, but also in our marketing and messaging.

But you will enjoy it here too and we hope you will be inspired in our environment. Our lunch runs with our running club, frequent happy hours, firm-wide volunteering and other activities are what keep our team close and active in our community.

Experience

Bachelor's degree in Fine Art Design, Marketing, Communication Design, or related concentration

Requirements

- Twenty-hour a week position. This will increase as required by deadlines.
- Assist architectural staff in preparing RFQ/RFP submissions
- Preparing presentations for interviews
- Developing and implementing graphics standards
- Website design and management
- Managing social media posts on Facebook, Instagram, and Linked In and photographers for project photo shoots
- Maintain marketing file management structure
- Oversee marketing budget
- Designing and ordering marketing material

Skills

- Experience with Photoshop, InDesign, Illustrator, Acrobat, WordPress, PowerPoint
- Knowledge of HTML, CSS, and JavaScript
- Critical eye for color, composition, typography, and design
- Ability to accept constructive criticism
- Strong communication, grammar, and file management

Contact

No phone calls please

Send cover letter, resume, portfolio to:

mmw@mmwarchitects.com

Half-time position, compensation depending on experience