



Summary:

Hartman + Majewski Design Group is seeking a Marketing Coordinator to add to our team. Help us create relationships and communities that endure through collaboration with our team of marketing, administrative and design professionals. At H+Mdg, we prioritize a supportive team culture and healthy work/life balance. The Marketing Coordinator will help coordinate the production of written proposals and marketing collateral materials in an exciting, fast-paced environment with varied teams.

Description:

The Marketing Coordinator will collaborate in a dynamic work environment with marketing and administrative staff, principals, and design staff. Collaborating with the team, the Marketing Coordinator will coordinate the production of written proposals and marketing collateral materials including writing, editing/proofreading, and production. This position requires the ability to work in an exciting fast-paced environment, multi-task, meet aggressive deadlines, work with varied teams, and may require overtime to meet deadlines.

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 identify guidelines across marketing and project teams.
- Assist in writing, editing, and proofreading.
- Database maintenance and organization including project descriptions and details, staff resumes, and digital images/photography.
- Support interview and presentation preparation with hard copy print and electronic graphics.
- Create, maintain, and update marketing templates, including brochures, advertising, and social media platforms.

Skills & Qualifications:

- A bachelor's degree in Marketing, Communications, Journalism, or a related field, or an equivalent combination of education and experience. Alternatively, 2 to 5 years of experience in the A/E/C industry is 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.
- The interest and ability to learn and professionally grow within our dynamic organization is preferred.