

URBANWORKS

CAREER OPPORTUNITY

MARKETING COORDINATOR POSITION

At UrbanWorks Architecture, we attribute much of our success to the strength of our staff. To build on this momentum, we're searching for a marketing coordinator to work closely with the firm's Principals and staff. From day one, this individual will contribute to existing marketing programs, while assisting with the development of new initiatives aligned with company and client goals. The marketing coordinator should be a self-starter and organized multitasker able to handle many diverse projects at once and meet deadlines.

EXPECTATIONS

- Be responsible for coordinating the preparation and submission of presentations, brochures, award submissions, qualification packages and proposals
- Possess strong writing skills in order to generate original written content for proposals, project pages, resumes, press releases and social media
- Provide market research, client tracking, and market trends
- Work seamlessly in Adobe Creative Suite to generate proposal documents and marketing presentations.
- Further expand knowledge and education regularly through workshops, research, and seminars; share best practices, and local marketing ideas and tactics with the team
- Support the firm Principals in evaluating and establishing the marketing plan and strategy by assembling and analyzing sales history and setting objectives based on UrbanWorks' business development goals
- Analyze UrbanWorks' needs in business development efforts; recommend and implement business strategies

QUALIFICATIONS

- Bachelor's degree in marketing, advertising, communications or similar degree
- Ability to work both independently and as part of a team
- Knowledge of traditional and digital marketing, content marketing, and social media marketing
- Excellent writing, communication, and presentation skills
- Proficiency in full Microsoft Office suite and Adobe Creative Suite

UrbanWorks offers a competitive salary and full benefits package, including health, dental, life and disability insurance; flexible scheduling and paid time off; 401(k); parking; continuing education; and reimbursement for professional society memberships. We are an Affirmative Action/ Equal Employment Opportunity employer.

Interested candidates should send a cover letter and resume to careers@urban-works.com.

If you have questions regarding our application process, please call (612) 455-3100. <http://urban-works.com/careers/>