

MARKETING COORDINATOR

About Us

We find inspiration in the immediate, local, and regional context of our projects. From this deep understanding of place, we combine design expertise, rigorous and forward-thinking research, and intuition to shape landscapes that complement nature and encourage community. This approach ensures refined projects that honor context, connection, and culture while enhancing the human experience.

Our Team

We are a collaborative and driven team. Each team member contributes to firm culture and ALL are co-creators in our organization. Professional growth and learning opportunities are present and we strive to facilitate an environment where each person's unique skills and passions are recognized in the day-to-day contributions of our project work.

The Role

The Marketing Coordinator plays a key role in the successful execution of proposals and strategic marketing efforts. This individual will be an integral part of the execution of sales and marketing plans ranging from business development efforts to market awareness.

Activities Include

- Coordinate + assist in all aspects of preparing written proposals + qualifications submittals development, including compiling technical and non-technical, editing, printing, assembly, and submittal of proposals
- Maintain project experience and resume databases with consistent formatting and writing style
- Develop internal and external communications, marketing, branding, advertising materials, presentations, lectures, swag, etc. assuring consistency and adherence to brand standards.
- Support, maintain, and update firm website and any social media accounts e.g. LinkedIn, Instagram, etc.
- Assist in special events firm-wide (coordination, development of brand collateral, etc)
- Support the planning and execution of industry conferences and trade shows, including scheduling, resource planning, and other event logistics

About You

You enjoy a collaborative environment where you are invited to learn and be your best self. You are passionate about what you do in life and human relationships are important to you.

Ideally you have:

- Bachelors Degree in Marketing, Communications, or a related field
- 2-3 years of experience (AEC Industry preferred)
- Strong visual and communication skills with experience using Adobe Creative Suite (InDesign, Photoshop, Illustrator, etc)
- Experience working in the built environment sector architecture and/or design
- Ability to work within tight deadlines and in a fast-paced environment
- Enthusiastic and willing to undertake other tasks and learn new skills
- Working knowledge of collaborative tools such as Microsoft Teams, Smartsheet, Miro, SharePoint
- Professional demeanor and excellent interpersonal skills

Sound interesting? Let's connect! Please send your resume + cover letter to:
joinus@coenpartners.com