

# WEINSTEIN A+U

2200 Western Avenue, Suite 301, Seattle, WA 98121  
206.443.8606  
weinsteinau.com

## **NOW SEEKING: MID-CAREER MARKETING COORDINATOR**

We are currently seeking a marketing coordinator who is experienced in the A/E/C field for a full-time position with options for hybrid work.

As Marketing Coordinator, your role will bridge public relations, communications, marketing, graphic design, and business development across multiple platforms. Marketing efforts will be coordinated directly with the office's leadership team and with the support of an in-house Graphic Designer. Primary responsibilities of the Marketing Coordinator position include preparing proposals, marketing and business team collaboration and support, social media, website maintenance/development, and publicity.

Weinstein A+U is an award-winning architectural design firm based in Seattle. Our design approach delivers disciplined and thoughtful projects, and our firm has been recognized for its design excellence on a broad spectrum of project types. Our 26-person office is in a beautifully rehabilitated historic building near Pike Place Market. The open office promotes an exciting, collaborative work environment. Our office culture values communication, teamwork, and enthusiastic engagement with our work and clients.

### **Qualifications:**

- Five to eight years of experience in a largely similar role for a professional service firm, preferably in the A/E/C industry. Years of experience may be supplemented by a Bachelor's degree in marketing, communication, graphics, architecture, or a related field.
- Advanced proficiency with Microsoft Suite and Adobe Creative Suite.
- Advanced proficiency in social media development and posting for professional services.
- Ability to communicate professionally, both verbally and written, with clients, potential clients, external contacts, and individuals at all levels of the organization.
- Keen eye for graphic design and compositional quality.
- Ability to work effectively and productively within a team setting and individually.
- Excellent organizational and problem-solving skills with the ability to manage multiple deadlines.
- An eagerness to learn as well as to mentor.

### **Details of the Role:**

#### **Proposals:**

- Design and produce proposals and qualifications packages in collaboration with others in the firm. This includes writing qualification portions of proposals, integrating technical portions, and editing the entire document for consistency, grammar, and compliance with stated requirements.
- Develop and maintain marketing assets for proposals and marketing materials.
- Manage the production of proposals and qualifications packages to meet deadlines.
- Develop presentations and help craft talking points for interviews and other engagements.
- Develop high-quality graphics supporting proposals and presentations with Graphic Designer.

## WEINSTEIN A+U

### **Marketing and Business Team Support:**

- Collaborate with marketing and business development team in updating and refining the marketing plan, identifying new and expanded marketing opportunities, and coordinating client communications
- Update and maintain contact database, project database, and marketing assets.
- Assist with industry/client/market sector research to maintain existing client relationships and target prospective clients.
- Coordinate project photography with in-house team and project consultants.
- Assist and coordinate the preparation of awards submittals, conference participation, publications, etc.
- Provide an annual marketing budget for review and approval by the leadership team.
- Collaborate with our Graphic Designer on all marketing materials that include a graphic component.
- Other duties as requested.

### **Publicity & Web Presence:**

- Assist the marketing and business development team in developing a social media strategic plan appropriate for multiple platforms, including Instagram, Facebook, LinkedIn, and our website.
- Manage the firm's media presence and maintain social media communications. Develop regular and consistent post content.
- Manage website content and develop ongoing website refinements and improvements.
- Improve engagement capabilities and analysis of metadata. Increase our ability to utilize social media analytics and help develop more effective communication strategies.

### **The Ideal Candidate Will Be:**

- Creative, self-motivated, and adaptable.
- Capable of working in stressful, deadline-driven situations.
- Engaged with staff to understand our firm and work process.
- Share a commitment to our company's vision, mission, and shared values.
- Collaborative and able to build trust.
- Willing to participate in all aspects of completing projects.

### **Weinstein A+U offers a competitive compensation package with the following benefits:**

- Salary Range: \$75,000 – 90,000
- Hybrid work opportunities (in-office and remote work)
- Paid holidays, vacation, and sick leave + 8 Floating holidays
- Employer-paid medical, dental, and vision insurance
- Participation in Flexible Spending Accounts for medical, transportation, and parking
- Participation in a 401k retirement plan (traditional or Roth) with employer match
- Subsidized educational, training and mentorship opportunities

## WEINSTEIN A+U

### **How to Apply:**

Qualified candidates should email a cover letter, résumé, references, and recent work samples (including a description of your role and specific involvement in each project) as a single PDF (max 12MB) to: [jobs@weinsteinau.com](mailto:jobs@weinsteinau.com)

Please include “Marketing Coordinator” and your name in the subject line. We will contact selected candidates to arrange an interview and therefore ask that you do not follow up with phone calls or drop-ins.

At Weinstein A+U we support an equitable, inclusive and non-discriminatory workplace and strive for a diverse office that will serve our clients and city well. We believe in representing communities in an authentic way, our firm motto being "shaping places, one thoughtful building at a time". To learn more about us, please visit our website: [www.weinsteinau.com](http://www.weinsteinau.com)