

MARKETING COORDINATOR

Part-time
Seattle, Washington

DESCRIPTION

J.A. Brennan Associates is an award-winning landscape architectural design firm based in Seattle. We are dedicated to enhancing the natural and built environments to benefit people and wildlife. With an agile team of ten, we are committed to fostering an equitable, inclusive, and non-discriminatory workplace. We value diversity and collaboration, emphasizing open communication, teamwork, and enthusiastic engagement with both our projects and clients.

We seek a marketing coordinator with three to seven years of experience in the A/E/C field. As a marketing coordinator, you will be responsible for bridging marketing, graphic design, communications, and business development across various platforms. Your primary responsibilities will include tracking leads, developing proposals, collaborating with design staff, providing visual communications support for projects, managing social media, and maintaining and developing marketing assets and databases. You will work closely with the leadership team to manage and coordinate marketing efforts.

DETAILS OF THE ROLE

Develop Qualifications Packages:

- Collaborate with colleagues to produce compelling proposals and qualifications packages. This involves writing qualification sections of proposals, integrating technical content, and editing the entire document for consistency, grammar, and compliance with requirements.
- Create and maintain marketing materials such as project summaries, cutsheets, and databases.
- Ensure that proposals and qualifications packages are produced and delivered on time.
- Create slide deck presentations and assist in formulating discussion points for interviews and other events.
- Work with the design team to create high-quality graphics for proposals and presentations.

Marketing and Business Development:

- Research to contribute to managing client business development plans, capture planning, and Go/No-go decisions.
- Collaborate with the team to identify new and expanded marketing opportunities and assist with client communications.
- Update and maintain the contact database, project database, and marketing assets.
- Manage lead tracking and research the industry, clients, and market sectors to maintain client relationships and target potential clients.
- Assist and coordinate the preparation of awards submittals, conference participation, and publications.
- Collaborate with our design staff on all marketing materials with graphic components.
- Other duties as requested.

Visual Communications:

- Collaborate with the design team to create professional and accurate reports for projects.
- Provide oversight of website content and develop ongoing website refinements and improvements.
- Assist with the firm's media presence and maintain social media communications. Develop regular and consistent post content with staff.

We are looking for individuals who meet the following requirements and qualifications:

- **Experience:** Three or more years in a similar role within a professional services firm, preferably in the architecture, engineering, and construction (A/E/C) industry. Familiar with the public agency RFQ process.
- **Education:** A bachelor's degree in marketing, communications, journalism, graphic design, or a related field.
- **Communication Skills:** Strong written, verbal, and visual communication skills, with the ability to convey technical information across multiple platforms. Proficient in grammar and punctuation.
- **Professional Interaction:** Ability to communicate effectively with clients, potential clients, external contacts, and individuals at all organizational levels.
- **Software Proficiency:** Advanced Microsoft Office Suite and Adobe Creative Suite skills.
- **Visual Design:** A keen eye for graphic design and compositional quality.
- **Teamwork and Independence:** Able to work effectively both collaboratively in a team and independently.
- **Organizational Skills:** Excellent organizational and critical thinking skills, managing multiple deadlines effectively.

The ideal candidate will be:

- Creative, self-motivated, and adaptable with exceptional time management and organizational skills.
- Capable of excelling in a fast-paced, deadline-driven environment while ensuring accuracy, quality, and attention to detail.
- Engaged with staff to understand our firm and its work processes.
- Committed to our company's vision, mission, and values.
- Willing to participate in all aspects of project completion.

TERMS OF EMPLOYMENT

- Part-time working 20-32 hours per week in our downtown Seattle office.
- Compensation is paid hourly with a range of \$32-\$42 per hour. Actual compensation for successful candidates will be carefully determined based on factors including skills, qualifications, and experience.
- Benefits include PTO, holidays, and bonuses.

HOW TO APPLY

If you like working in a creative and fast-paced office environment, please send your resume and professional work samples to careers@jabrennan.com. Please include "Marketing Coordinator" and your name in the subject line. Keep the file size under 15MB. No phone calls. Direct applicants only. No recruiters or agents.

