



position: marketing + office coordinator

schemata workshop is an architecture and urban design practice seeking a marketing coordinator to provide administrative and marketing support to our 18-person studio located in capitol hill, seattle. the studio is focused on improving livability in our communities and enhancing social connections through our work, with an overarching commitment to a healthy stewardship of the environment. we are looking for someone for whom that resonates and is excited about joining a collaborative team.

primary responsibilities

marketing: assist in preparing materials for project presentations, soqs and workshops; document current project construction; assist in creating new content for web and social media; support marketing efforts of principals and associates; attend open houses, networking events, and marketing events as needed; maintain and update marketing material; create and coordinate production and distribution of holiday cards and other marketing giveaways.

cohousing: schemata workshop is an internationally acclaimed expert in the design of these socially-connected communities. responsibilities of the marketing coordinator include maintaining cohousing contact and mailing list; providing ongoing assistance to cohousing promotional efforts (receiving, sorting, and forwarding emails, responding to emails, scheduling meetings, managing eventbrite tours/events.) the office is located on the ground floor of a 5-story cohousing community designed and developed by two of the principals at schemata workshop.

office hospitality: answer phones; accept packages; greet visitors to the office; sort/distribute mail and packages; coordinate deliveries and couriers; set up/break down conference room before and after meetings; organize off-site storage unit; assist staff in organizing and filing of drawings and graphic materials..

office administration: schedule meetings and maintain meeting calendar; assist with travel arrangements for meetings, tours, and conferences; assist with meeting and conference registration; provide copy-editing and copy-writing assistance; maintain off-site archives; maintain office contact list, organize and maintain materials and reference libraries.

minimum qualifications

- associates/bachelor's degree in business, marketing, journalism, english, architecture, graphic design, or other related field desired, plus 2-4 years of professional office experience.
- proficient in microsoft office (word, excel, outlook), familiarity with sharepoint, onenote
- proficient in adobe creative suite (indesign, illustrator, photoshop)
- demonstrated expertise in social media, including instagram, facebook, and twitter
- strong graphic design skills
- good organizational and problem-solving skills with a keen attention to detail
- excellent verbal and written communication skills
- strong editing and proofreading skills
- experience with graphic design and layouts
- ability to prioritize and track long-term goals
- ability to work well both independently and cooperatively with team members at all levels within the studio
- ability to think creatively and strategically

please see www.schemataworkshop.com for firm profile and more detailed project range. we take pride in our culture of transparency, mentorship, and collaboration. pay is competitive, and compensation includes medical-dental-vision coverage, an orca pass, professional development stipend, and retirement plan matching.

application process

required application materials

- cover letter
- resume
- your portfolio, including two examples of your graphic design work (in photoshop or indesign) and two examples of successful social media campaigns for which you were primarily responsible.

email application materials to to info@schemataworkshop.com.

We will accept applications until Sunday, December 1.

Interviews will be conducted the week of December 9.

JOB SPECIFICS

Salary range equivalent: \$55,555 - \$67,901

Hourly rate range: \$26.71 – \$32.64

Reports to: Grace Kim

Vacation accrual: 6.67 hr/month

Personal time accrual: 4.33 hr/month