

Now Hiring — Marketing Coordinator

Expertise Required:

Brand Management / Social Media Implementation / Graphic Design and Layout / Event Coordination

Posting Date: 03/21/2023

Position Summary:

Full time position integrated with the Shelter team. Focused on planning, executing, and tracking marketing programs, and with the development of new marketing strategies. Responsibilities include creating and managing the production of marketing collateral, helping with the organization of events, manage and maintain brand, candid photography, photoshoot coordination, and project documentation. Daily duties will cover a wide variety of tasks.

Ideal candidate holds a Bachelor's degree in marketing or in a related field. Previous experience in marketing and social media is required. Position is ideal for person with a passion for design & architecture. Role will also visit project sites to photograph ongoing projects. Opportunity of an entry-level position for a career in marketing. Candidate should have excellent communication and organizational skills.

Responsibilities:

- Must be local and have own transportation.
- Planning, implementing, and monitoring marketing campaigns
- The production of marketing materials and collateral
- Organize and coordinate marketing events such as open house, webinars, and trade shows
- Evaluate data and create reports on key metrics in order to monitor campaign efficiency and analyze trends
- Write and edit content for different platforms such as social media, website, and press releases
- Provide administrative and project support for a variety of marketing programs

Qualifications:

- Bachelor's degree or equivalent work history in marketing, business, or related field
- 1+ years of experience in marketing
- Strong written and verbal communication skills
- Attention to detail
- Superior organizational and time management skills
- Knowledge of relevant marketing tools and applications is a plus

Employment Type: Full time position (negotiable)

Salary Range & Benefits:

- Competitive salary
- Exceptionally supportive work environment
- Work schedule flexibility
- Contribution to health care and retirement packages
- Annual education stipend
- Contribution to association membership fees
- Paid holidays and personal time off
- Technology hardware & software provided

To Apply Please Provide PDF or Link(s):

- Cover letter
- Questionnaire [below]
- Current resume
- References
- Portfolio (optional)

Contact: career@shelterarchitecture.com

Name: _____

Area(s) of expertise: _____

Email: _____ Phone: _____

Degree: _____ Earliest start date: _____

Your application should include supplementary materials such as Resume, Portfolio, References, etc. that help to further explain your skills and experience.

Why Architecture? _____

What are some things you need to do to get to “the next level” in your career? _____

What thing(s) are you very best at?
(it may or may not directly apply to your career) _____

Why do you think you are a “good fit”? _____

IT Skills (not all needed for all positions)

PC

not familiar	0	1	2	3	4	5	6	7	8	9	10	pro
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Mac

not familiar	0	1	2	3	4	5	6	7	8	9	10	pro
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Pages (iWork) or Word or Google Docs - specify

not familiar	0	1	2	3	4	5	6	7	8	9	10	pro
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Numbers (iWork) or Excel or Google Sheets - specify

not familiar	0	1	2	3	4	5	6	7	8	9	10	pro
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Photoshop

not familiar	0	1	2	3	4	5	6	7	8	9	10	pro
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SketchUp

not familiar	0	1	2	3	4	5	6	7	8	9	10	pro
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AutoCAD

not familiar	0	1	2	3	4	5	6	7	8	9	10	pro
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Revit

not familiar	0	1	2	3	4	5	6	7	8	9	10	pro
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Rendering Software - Enscape (or other specify: _____)

not familiar	0	1	2	3	4	5	6	7	8	9	10	pro
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Powerpoint or Keynote

not familiar	0	1	2	3	4	5	6	7	8	9	10	pro
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Word Press

not familiar	0	1	2	3	4	5	6	7	8	9	10	pro
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Other Software (specify)

not familiar	0	1	2	3	4	5	6	7	8	9	10	pro
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Myers - Briggs Type Indicator

If interviewed we will ask to know your Myers-Briggs Type Indicator.

MBTI: _____

We use various teamwork tools that help our productivity. Your Myers - Briggs type has no bearing on the outcome of this application it is only used to help us understand what your working style may be. If you do not know that your MBTI is here is an online free test you can use: <http://www.humanmetrics.com/cgi-win/jtypes2.asp>

Send completed form to career@shelterarchitecture.com