

## **MARKETING COORDINATOR**

### **FULL TIME POSITION – PHOENIX, ARIZONA**

GH2 Architects, LLC is a full-service architecture and design firm with over 51 years of experience and offices in Phoenix, Tulsa, Oklahoma City, and Denver. We are seeking a Marketing Coordinator to join our growing team.

Our Marketing and Business Development teams are equal parts passionate and collaborative when it comes to supporting the architects, landscape architects, and interior designers – especially when it comes to crafting engaging proposals and statements of qualification. This position will work within our marketing team and will coordinate with our business development team, firm leaders, and project managers to support GH2's marketing efforts in the Arizona market. Ideal candidates will have proficiency with Adobe Creative Suite – specifically InDesign – and have strong graphic, writing, and organizational skills. The position will work both in-person and virtually with team members firm-wide.

#### **PRIMARY AREAS OF RESPONSIBILITY INCLUDE:**

- Creating world-class proposals, statements of qualifications, and marketing collateral
- Creating presentations to support critical meetings like interviews, introductory meetings, etc.
- Assist with maintaining CRM with contacts, project information, etc.
- Assist with social media, digital media, and website content efforts regularly and help develop & track results of various marketing campaigns/efforts
- Assist in the coordination of internal and client events and gifts
- Assist in planning and coordination of tradeshow, conferences, and career fairs
- Assist in coordinating, scheduling, and attending photoshoots
- Assist with graphic design efforts for both internal firm needs and external firm marketing
- Assist with internal culture, team mentoring, and continued education efforts
- Assist with maintaining inventory of promotional products and developing new promotional ideas and products

#### **ADDITIONAL RESPONSIBILITIES AND SUPPORT:**

- Track and prioritize team deadlines on an on-going basis
- Assist with award submissions
- Assist with special events

## QUALIFICATIONS:

- Bachelor's degree in Marketing, Graphic Design, Communications, English, or similar
- 1-2+ years' experience in Marketing/Advertising
- Proficient in Adobe Creative Suite – specifically InDesign
- Proficient in Microsoft Word, PowerPoint, and Excel
- Strong communication, organizational, and writing skills
- Experience in the Architecture, Engineering, and Construction (AEC) industry preferred

This position offers a competitive salary and benefits commensurate with experience. GH2 is a firm with a fun and collaborative work environment that fosters design excellence, professional growth, dedication to quality, and mutual respect among professionals.

GH2 provides equal employment opportunities to all employees for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

## **HOW TO APPLY:**

**Interested candidates should email a cover letter with salary requirements, résumé, and limited work samples in a single pdf file to [careers@gh2.com](mailto:careers@gh2.com)**

**All inquiries will be kept strictly confidential.**