

Marketing Coordinator

Position Description

This position will support the Arizona office and assist with the development of marketing systems and records, produces proposals, and assists with other sales/public relations materials.

Coordination with the marketing team.

In charge of proposals by coordinating proposal/presentation preparation, including scheduling project milestones and reviews, and working with project managers to ensure quality material is submitted and delivered.

The Marketing Coordinator will assist in writing proposals, brochures, and other sales/public relations material.

Will occasionally be in the field meeting clients and attending meetings.

REQUIREMENTS

- High school diploma and at least 3 years of experience

EXPERIENCE

- Advanced interpersonal, organizational, administrative skills
- Proficient in Microsoft Office (Word, Excel, PowerPoint) and Adobe InDesign
- Experience in writing compelling content based on information from technical staff.
- Coordination skills
- Project management skills
- Interpersonal, organizational, administrative skills

Preferred Experience

- Knowledge of AEC industries, particularly Architecture
- Knowledge of Native American Tribal work in the areas of HealthCare and Education

Please send resumes to Annie Mendoza at amendoza@childersarchitect.com.