

**Title:** Marketing Coordinator (full-time)

**Experience:** 3-5 years in the A/E/C industry

**Reports to:** Director of Marketing

### General Position Summary

Ziegler Cooper, an architecture and interior design firm is seeking a full-time Marketing Coordinator to join our growing marketing team in Houston, Texas. Qualified candidates need to have a solid understanding and minimum of 3 years of experience in the A/E/C industry and be able to thrive in a deadline-driven environment. The Marketing Coordinator will be responsible for the creation and production of high- quality RFQs, RFPs, presentations, award submittals, annual surveys and other marketing materials to showcase Ziegler Cooper's expertise. Candidates must have a four-year college degree (Business, Marketing, Communications, English or Journalism recommended).

### Position Responsibilities

- Assist and/or lead creation of annual surveys, e-blasts, and mailers (announcements, annual calendar, case studies, postcards, specialty mailers, white papers, etc.)
- Assist with public relations and updating of various Social Media platforms (Facebook, LinkedIn, Instagram, etc.).
- Assist with coordination and preparation of events, job fairs, conferences/tradeshows, publications, design journals, etc.
- Assist with maintaining firm database.
- Assist with website updates.
- Create and maintain project sheets and resumes.
- Desktop publishing experience (InDesign and Photoshop a must, Illustrator a plus).
- Develop and maintain marketing materials for firm.
- Expert knowledge of presentation software along with strong presentation design skills.
- Create, maintain and upkeep marketing collateral (project sheets, job signs, project listings, project listings, resumes, qualification packages, etc.)
- Keep inventory of marketing supplies.
- Plan, analyze, and create graphics to support content in marketing material.
- Proposals and presentation preparation.
- Respond to RFPs and RFQs successfully.
- Understanding and experience in reprographics and the printing process.
- Other duties and responsibilities as assigned.

### Job Skills & Abilities

- Proficiency in Microsoft Office Package and Adobe Creative Suite specifically InDesign.
- Ability to communicate both verbally and in writing; strong editing and proof readings skills.
- Social Media (Facebook, LinkedIn, Twitter, Hoot Suite).
- Interact directly with Senior Principals as well as staff at all levels.
- Creative, well organized, capable of prioritizing and being proactive.
- Ability to maintain a strong sense of focus and confidence under tight deadlines and varying workloads.
- Excellent ability to multi-task and respond to constantly changing needs and schedules.

### Education and Experience

- Three to five years prior marketing experience in the architecture/engineering/construction industry.
- Prior experience with Position Responsibilities listed above.
- Candidates must have a four-year Bachelor's degree (Business, Marketing, Communications, English or Journalism recommended).
- Be an active member of SMPS or other similar organizations for career development.

Interested candidates – Please send resumes and portfolios along with salary requirements to: Diana Codispoti at [dcodispoti@zieglercooper.com](mailto:dcodispoti@zieglercooper.com). No phone calls please. Thank you.