

## MARKETING COORDINATOR

CJMW Architecture is seeking a Marketing Coordinator to support firm-wide business development, project pursuits, and visibility efforts. In this role you will report to the Director of Marketing, assisting in and leading day-to-day marketing and business development responsibilities.

### LOCATION

This full-time position can be based in either our Raleigh or Winston-Salem office. We offer flexible and partial-virtual working arrangements for the right candidate.

### RESPONSIBILITIES

The Marketing Coordinator is responsible for executing the marketing needs of the firm and for maintaining the tools necessary for the marketing team to provide efficient services to the firm. Strong writing and graphic design capabilities are an important part of this position. The successful candidate will be organized, detail-oriented and manage multiple projects simultaneously. Collaboration with technical staff and other marketing staff is a large part of this role. It's a fast-paced, deadline-driven job that will have you working on something different every day.

Primary responsibilities include:

- Lead and manage the entire proposal lifecycle from kick-off to completion to respond to requests for proposals and qualifications, and interviews, in collaboration with project teams and market leaders
- Work directly with firm market leaders to create and update marketing materials for the firm and for specific markets (resumes, project descriptions, brochures, presentations, etc.)
- Assist with preparation, coordination, and development of non-technical writing for proposal and other efforts, proofread and edit proposals, marketing materials, etc.
- Prepare awards submittals for design and other awards
- Assist team management of PR and Social Media calendars, assist in developing and posting content for social media channels, press releases, newsletters, articles, images
- Coordinate special projects/ events such as conferences as needed.

### QUALIFICATIONS

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Detail-oriented with the ability to anticipate needs, multi-task, and establish priorities
- Responsive and pro-active work ethic, team player with a positive attitude/ client service mentality
- Excellent writing and communication skills
- Experience with online marketing, B2B, social media, and related is highly preferred
- Fluent in Adobe InDesign + Microsoft Office; Experience with other Creative cloud/suite programs is a plus
- Familiarity with Buffer or other social media posting technologies, WordPress, MyEmma or similar email support software a plus.
- 2-5 years related work experience; A/E/C industry experience highly preferred
- Familiarity with Deltek Vision a plus.

### EDUCATION

Bachelor's degree in Marketing or Communications; or Associate with at least 2-5 years relevant work experience in a marketing role may be substituted.

## BENEFITS

We offer a competitive and comprehensive benefits package designed to take care of our employees. CJMW offers a generous paid time benefits plan that increases throughout your career, plus several paid holidays. Benefits include a 401(k) plan, Health insurance including dental and vision, Competitive pay, and Bonus opportunities. We also include company-paid life insurance, short term, and long-term disability plans.

Standard office hours are 8:30 am – 5:30 pm, Monday-Friday; we offer flexible working hours and partial remote working opportunities; overtime or working outside of normal working hours is discretionary.

CJMW Architecture is an Equal Opportunity and Affirmative Action Employer, M/F/Disability/Veteran. For additional information, please visit our website at [www.cjmw.com](http://www.cjmw.com).

## ABOUT CJMW

Founded in 1906, CJMW Architecture is a 50-person firm, and one of the Southeast's oldest architecture and interior design practices. Operating from three offices in North Carolina and Virginia, our award-winning work crosses multiple markets including hospitality, senior living, workplace, healthcare, and civic. We are dedicated to delivering intelligent, inspired design to clients throughout the southeast and beyond.

## TO APPLY

Send a resume and cover letter with samples of your previous work to [careers@cjmw.com](mailto:careers@cjmw.com).