



Marketing Coordinator + Office Administrator

Put your skills, initiative, and professionalism to work at our mission-driven architecture studio in San Diego. Studio E Architects is seeking an organized and self-directed Marketing Coordinator + Office Administrator to join our team. The position will be responsible for the company's marketing operations while also implementing and executing light office administration activities and will work directly with the Principals. As an employee at Studio E Architects, you will be included in meetings, have a broad range of responsibilities, and the ability to grow in a close-knit collaborative atmosphere. Full-time (30-40 hours) per week is preferred, but part-time option is available for the right candidate. Competitive wages are based on candidate's experience and background.

About us:

Founded in 1987, Studio E Architects is an innovative and award-winning San Diego-based firm committed to client service, design excellence, environmental responsibility, employee growth and work/life balance. Studio E Architects is a diverse twenty-person office committed to creating long-term career opportunities in a stimulating environment that encourages teamwork, leadership, and mentorship. The firm has built a varied body of work including affordable housing, mixed-use infill development, charter schools, university, civic, historic reuse, and urban planning projects. The work of the firm is consistently praised for its understanding of place and its inventive optimism.

Responsibilities:

- Play a key role in the creation and preparation of proposals and marketing collateral;
- Maintain marketing resources and schedules;
- Coordinate needs for conferences, events, sponsorships and awards;
- Track bid opportunities and solicitations;
- Field calls and emails seeking services;
- Day to day office tasks include front desk reception, ordering, vendor coordination and some accounting data entry.

Skills & Qualifications:

- Previous related work experience, preferably within the architecture or creative fields;
- Degree in English, Journalism, Marketing, Communications, Mass Media or other related field;
- Proficiency with Adobe Creative Suite, Excel, Word and Outlook;
- Experience with Bluebeam is preferred;
- Excellent proposal development skills with an emphasis on proofreading, editing, and standardizing text for proper grammar, spelling, comprehension and style while adhering to brand standards;

- Knowledge of marketing concepts, practices, procedures and communication techniques;
- Ability to work independently; self-start, problem solve and stay on task;
- Excellent organizational and time management skills, with attention to detail;
- Excellent written and verbal communication skills, including ability to craft a story in a compelling manner;
- Strong work ethic with flexible and positive attitude;
- Sensitivity to design and aesthetics;

Competitive wages and benefits including 401K Plan offered, accrued paid vacation, employee health insurance plan premium or equal stipend, dental insurance offered, professional development support and more.

How to Apply: Email cover letter, resume and references in PDF format (10Mb max).

Email: info@studioarchitects.com

Website: www.studioarchitects.com