

## **Marketing Coordinator**

Architects Alaska, an award-winning architectural firm with offices in Anchorage, Wasilla, and Bozeman is seeking an enthusiastic, detail-oriented, self-motivated, and creative Marketing Coordinator to join our downtown Anchorage office. The Marketing Coordinator will collaborate with our Management team and Marketing Director on a broad array of marketing efforts.

### ***Responsibilities:***

- Support the Marketing Director in planning and organizing RFQ's & RFP's, evaluating and establishing the marketing plan and strategy, setting objectives, presentations, and updating calendars.
- Work closely with firm leadership and staff on preparing and distributing RFQ's & RFP's for new business acquisition efforts.
- Research new project opportunities and thoughtfully respond to RFQ's & RFP's.
- Manage the company's marketing funnel including, but not limited to our social media presence, website content, email marketing activities, and digital advertising channels.
- Assist with the content development of creating engaging print and digital marketing materials.
- Plan, organize, and represent the company at various trade shows, community outreach programs, and events.

### ***Skills & Experience:***

- Bachelor's degree in a related field.
- At least 1-2 years of experience in Marketing/Sales or Communications.
- Previous RFP Proposal experience preferred.
- Proficiency in full Microsoft Office suite, Adobe InDesign/photoshop. Experience in Excel, Mailchimp, PowerPoint, and Canva.
- A power-user of all major social media sites (Facebook, Instagram, Twitter, LinkedIn, at minimum).
- Maintains knowledge and understanding of SEO best practices.
- Knowledge of google analytics.
- Detail-oriented, excellent writing & verbal communication skills.

### ***This Job Is Ideal for Someone Who Is:***

Dependable – more reliable than spontaneous

Adaptable/flexible – enjoys doing work that requires frequent shifts in direction

Achievement-oriented – enjoys taking on challenges, even if they might fail

Architecture Background preferred but not required.

Architects Alaska Offers:

- Fun, collaborative working environment
- Employer insurance including medical and dental, optional vision, life and disability
- Paid holidays and leave
- 401K retirement plan after one year of employment

Salary

Competitive salary is dependent upon experience.

Architects Alaska is an Alaskan Architecture and Interior Design firm with offices in Anchorage, Wasilla, and Bozeman. Founded in 1950, Architects Alaska has been on the leading edge of architectural design for over 65 years and has maintained a practice based on innovation, quality, and design. Architects Alaska employs a staff of 30 and is a very friendly environment in which to work. We offer a casual, fun, collaborative work environment and professional growth potential, with competitive pay and benefits. If you think you have the right skills to join our dynamic team, we would love to hear from you!

Please send a written cover letter and resume to: [atomi@architectsalaska.com](mailto:atomi@architectsalaska.com)