

Marketing Assistant

Mackey Mitchell Architects, P.C.

We are looking for an organized, creative individual to assist our marketing department. This individual will support the marketing depart by assisting with conference planning, updating marketing materials and assets, maintaining our website, assisting with qualifications proposals and interview presentations, social media, general copywriting, editing, and more. The position is available for any of our office locations (St. Louis, MO; Dallas, TX; Lawrence, KS; Asheville, NC).

We are an organization founded on collaboration, curiosity, and life-long learning. We believe in personal growth and strive to ensure our employees work in a collaborative environment where all ideas are welcome. We offer benefits that help support you throughout all stages of life.

We are looking for candidates who:

- Maintain high performance and positive outlook in a fast-paced environment
- Exhibit exceptional standards for quality and strong attention to detail
- Have excellent verbal and written communication skills
- Are motivated team players

Education and Professional Experience:

- Marketing, graphic, or communication degree preferred
- Experience level from 1-3 years
- Working knowledge of Adobe Creative Suite (specifically InDesign, Illustrator, Photoshop), Word, and Powerpoint preferred
- United States Work Authorization required

We offer:

- Insurance: health, life, long & short-term disability, long-term care, dental, and vision.
- Growth fund for passion pursuits to help advance knowledge in your career.
- Mentorship and goals meetings throughout the year.
- Hybrid work model.
- Paid Holidays, paid time off, and volunteer opportunities.
- Parental Leave & Adoption Assistance benefits
- Wellness & gym reimbursement, and more.

If you are interested in learning more about how we can help you advance in your career please send resume and work portfolio or link to portfolio to kimberly_h@mackeymitchell.com



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Mackey Mitchell Architects is a nationally recognized architectural corporation with a small-firm culture and big-firm capabilities. You will find opportunities to join us on our mission to deliver unparalleled service and design experience to our clients. We are committed to supporting career development and promoting life-long learning for all. Our firm is a member of the USGBC, and we strive to bring sustainable design principles into all our projects. Architectural Record has recognized Mackey Mitchell as one of “America’s Best Managed Firms.”

Mackey Mitchell Architects is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, genetic testing results, or military service.