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900 Spruce Street, Suite 500
St. Louis, MO 63102

Marketing and Communications Coordinator

Mackey Mitchell Architects, P.C.

Are you seeking a marketing position where you will have a direct impact on the growth and success of the company? Do you enjoy collaborating with and supporting colleagues on a variety of marketing tasks across many different projects? Do you thrive in an open and creative studio environment? If so, we want to hear from you!

ABOUT YOU

We are looking for an organized, creative, and personable individual who is passionate about marketing and communications to join our growing marketing department in St. Louis, Missouri. As an integral marketing team member, you will have the opportunity to work directly with our talented architectural staff and firm leadership, providing assistance that is critical to acquiring architecture projects and growing our award-winning portfolio.

THE IDEAL CANDIDATE

- Entry-level, 1-3 years of experience
- Proactive, organized, and motivated
- Maintains positive outlook in a fast-paced environment
- Exhibits exceptional standards for quality and strong attention to detail
- Has excellent verbal and written communication skills
- Excels at multi-tasking on a variety of projects
- Bachelor's degree in marketing, graphics, or communications preferred
- Familiarity with Adobe Creative Suite (specifically InDesign, Illustrator, Photoshop), Word, and Powerpoint is preferred
- United States Work Authorization required

A DAY IN THE LIFE

- Provide administrative support to the marketing department
- Heavily involved in coordinating participation in industry conferences, including planning for expo booths and associated events, and organizing and shipping supplies
- Help to maintain and organize marketing materials including those used in qualifications proposals
- Assist with capturing and archiving project photography
- Help update and maintain the company website and social media channels



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ABOUT US

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.”

HOW WE SUPPORT YOU

We are an organization founded on collaboration, curiosity, and life-long learning. We believe that your personal growth is important and we strive to ensure our employees maintain a healthy work-life balance. We offer benefits that help support you throughout all stages of life, including:

- Insurance: health, life, long & short-term disability, long-term care, dental, and vision
- Offering a yearly stipend and time 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
- 6 weeks of parental leave & adoption assistance benefits
- Wellness & gym reimbursement, and more
- Reimbursement for professional organization membership dues

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

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.