

Marketing Coordinator

Mackey Mitchell Architects, P.C. | St. Louis, Missouri & Dallas, Texas

Position Overview

The Marketing Coordinator will play a critical role in supporting the firm's marketing and business development efforts. This position involves creating proposals, coordinating marketing materials, and assisting in the execution of the firm's strategic marketing initiatives. The role requires collaboration across teams, attention to detail, and a proactive attitude to support the firm's goals effectively.

Key Responsibilities

Proposal and Presentation Development:

- Support preparation and format of RFQs, RFPs, and other qualification packages, ensuring alignment with firm branding and messaging.
- Collaborate with project teams to collect and synthesize project data, resumes, and other proposal content.
- Contributes to design and refinement of visual presentations for business development efforts.

Content Creation and Management:

- Assist in drafting, editing, and managing content for the firm's website, blog, and social media channels.
- Develop and maintain a library of marketing materials, including project sheets, staff resumes, and photography assets.
- Help track, coordinate, and oversee photography sessions for completed projects and firm events.
- Design and produce print/digital marketing materials including banners, graphics, presentations, and displays.

Event and Outreach Coordination:

- Support the planning and execution of conferences, trade shows, and firm-hosted events.
- Assist with award submissions, ensuring deadlines and criteria are met.
- Help prepare materials and logistics for public relations efforts and community engagement initiatives.

Administrative Support and Data Management:

- Help maintain and update CRM database (Deltek Vantagepoint) and other marketing systems.
- Track metrics for marketing campaigns and compile reports for leadership.
- Provide general administrative support for the marketing team, as needed.

Required Qualifications

- Bachelor's or Associate's degree in Marketing, Communications, Graphic Design, or a related field (or equivalent experience).
- Proficiency in Adobe Creative Suite (InDesign, Photoshop, Illustrator) and Microsoft Office.
- Strong aptitude for graphic design and visual messaging.
- Strong organizational skills with the ability to manage multiple projects under tight deadlines.
- Adept at articulating ideas, both in writing and through conversation, with precision and creativity.
- A proactive mindset and ability to work both independently and collaboratively.
- Interest or background in architecture, design, or the built environment is a plus.
- US Work Authorization required.

Benefits

- Comprehensive insurance (health, dental, vision, life, disability)
- Paid parental leave and adoption assistance
- Wellness programs and gym membership discounts
- Flexible PTO and hybrid work options
- Professional development and mentorship
- Paid volunteer time

Join a collaborative team that values curiosity, mutual trust, and lifelong learning!
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