

JOB DESCRIPTION

Peter Meijer Architect, PC (PMA) is seeking a full-time Marketing Coordinator. The ideal candidate is motivated, detail-oriented and looking to take that next step in their career toward leading marketing and communications at our small architecture practice located in Portland, Oregon.

Peter Meijer Architect, PC (PMA) is an architectural firm producing innovative restoration, preservation, and material science solutions in response to architecture and planning needs. We invest in the future by providing compatible, resilient solutions with in our built environment.

This is the ideal job for you if you are:

- Experienced with graphic design, social media messaging, proposal strategy and approach, strategic insight, and management skills;
- Have the ability to work closely with internal stakeholders to cultivate client relationships and position the firm for future growth and pursuits;
- An energetic team player with a high level of integrity, work ethic, professionalism, enthusiasm for the design industry, and the desire for career growth;
- Experienced in writing key messaging for the firm and for specific marketing and communication initiatives across multiple mediums (website, social media channels, advertising, awards submittals, and proposals.);
- Experience in content and digital strategy;
- Experienced development of proposals and qualifications responses; content development, presentation production and all deliverables associated with project pursuits;
- Outstanding with communication and time management;
- A strong critical thinker and creative problem-solver;
- Detail-oriented and organized, with the ability to multitask in a fast-paced environment;
- Proficient in Adobe Creative Suite and MS Office products;

Must have:

- Bachelor's Degree in Marketing, Communications/PR, Journalism, History, English, or associated field from an accredited institution;

Extra credit for:

- Proficiency in WordPress, Wix, Squarespace, Canva, Visme, Miro
- Graphic design skills

Competitive salary:

- \$58,000 - \$60,000
- Compensation is negotiable based on qualifications and experience.

PMA office culture and activities

- Paid professional development opportunities
- Paid community service events
- Office-wide Celebrations, field trips, and events
- Office-wide design charettes and social hours
- Internal community engagement and outreach committee