



## MARKETING COORDINATOR

Interested in joining a dynamic team of creative and energetic marketers? We'd love to have you! KSS is always striving to learn, grow, lead, and evolve our skills and accomplishments as a group, and are looking for a Marketing Coordinator to aid in those efforts. Check out what sets us apart and see how your future aligns with our growth.

The Marketing Coordinator will support a wide breadth of department responsibilities, in a dynamic and high-energy environment. The ideal candidate possesses a bachelor's degree at minimum and 0-3 years of experience in a marketing/proposal development role for a professional services firm. A degree in Marketing, Business, Communications, Writing or a related discipline is preferred. Experience with project lifecycles, marketing campaigns, analytics, design, and/or the A/E/C industry is a plus.

This role will be based in our Philadelphia office.

### MARKETING COORDINATOR ROLE AND RESPONSIBILITIES:

The Marketing Coordinator will collaborate with design teams, administration, consultants, and partner firms. This role supports a wide breadth of internal/external-facing efforts from project pursuits to marketing communications and data entry/tracking/analysis:

#### Proposal Support:

- Assist in the preparation and assembly of proposal responses, qualifications, and/or interview presentations ranging in size and complexity from single page letters to multi-volume bound submissions.
- Develop graphic content including organizational charts, infographics, tables, and other technical and non-technical graphics that stay in line with brand standards.
- Ensure final graphics and layouts are visually appealing and on-brand.
- Aid in updating and maintaining project, team, consultant, client, and/or firm information in our records on an ongoing basis as part of department closeout process.
- Update and maintain project opportunities and proposal tracking in Deltek.

#### Marketing Communications Support:

- Track speaking opportunities aligned with firm expertise and market strategies.
- Support the coordination of conferences, speaking engagements, professional networking events, and company events.
- Assist in developing submission materials in pursuit of speaking engagements and presentations materials for confirmed engagements.
- Support marketing communications tracking performance metrics across website, email marketing, and social media platforms for continuous improvement of marketing strategies based on performance data.
- Accomplish additional as-needed projects such as targeted efforts for a marketing campaign, managing marketing collateral, website management, social/professional networking presence, or email blasts.

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## **REQUIREMENTS AND SKILLS:**

- Proficient in Adobe InDesign, Adobe Illustrator, Acrobat/Reader, Microsoft Word, PowerPoint, and Outlook.
- Efficient with Microsoft Excel and Adobe Photoshop helpful.
- Effective verbal, interpersonal, and written communication.
- Ability to work with quick turnaround times while balancing multiple priorities and dynamic workloads with minimal supervision.
- Creative mindset with understanding of visual language and ability to graphically transform ideas from concept into final product
- Excellent writing and proofreading skills in English.
- Ability to execute short-term goals infused with long-term initiatives.
- Previous experience/familiarity with website and social media analytics tracking such as Google Analytics, Mail Chimp, Buffer, Instagram, LinkedIn, etc.
- Previous experience/familiarity with content management systems such as Deltek, Open Asset, etc.

## **SALARY:**

**Based on experience**

## **WHO WE ARE:**

Through great architecture, KSS creates meaningful and lasting change that impacts our clients, our firm, and our world. KSS Architects is an award-winning full-service architecture, planning, and interior design firm with offices in New York, NY; Philadelphia, PA; and Princeton, NJ. Founded in 1983, KSS has grown to a team of 70 dedicated design professionals, eager to create built environments that stimulate the intersections of learning, commerce, and community. We are passionate about guiding our clients through an innovative and collaborative design process to create impactful built environments that inspire and elevate the human experience.

## **INSTRUCTIONS:**

Complete the online application form, attach your resume and sample pages of your work (not exceeding 2 MB) using the following URL:

<https://app.smartsheet.com/b/form/a0068ea472114ce1a52797b8507904e5>

*KSS offers competitive compensation packages; full-time employment company paid medical, dental, and vision coverage; life insurance, short- and long-term disability insurance; 401(k)/Roth with company match.*

*KSS Architects is committed to diversity in the workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, age, national origin, disability, protected veteran status, gender identity or any other factor protected by applicable federal, state, or local laws. Further, KSS Architects is committed to working with and providing reasonable accommodation to individuals with disabilities.*