



Marketing Coordinator - Seattle

EHDD Architecture, a national leader in architecture, design and sustainability, is seeking a **Marketing Coordinator** to join our Seattle office. The ideal candidate will be passionate about design and have a proven track record of creating exceptional branded communications. While this position is located in Seattle, the Marketing Coordinator will be committed to internal client service for the Pacific Northwest with a consistent perspective regarding external client perception of our deliverables. This position will work closely with teams in both the San Francisco and Seattle offices.

The Marketing Coordinator is instrumental in conceptual development and production of qualifications and proposal responses in marketing collateral and presentation material, and will support the Marketing Manager with database development/management, and communications initiatives. Candidates must exhibit a strong entrepreneurial spirit, exceptional written and verbal skills, and a proven ability to communicate visually. Candidates must be experienced and engaged in the field of architecture and design with strong graphic design skills and thrive in a collaborative, deadline-driven environment.

This is an abundant opportunity for career growth for individuals who exhibit initiative and contribute to our success. If you have a passion for marketing, professional development and a contagious enthusiasm, we would love to hear from you.

Job responsibilities include but are not limited to the following:

- Collaborate with diverse teams and build relationships with senior management, marketing, staff, consultants, teaming partners, and industry associates.
- Write, design and produce marketing collateral, including portfolios, qualifications packages, proposals, award submittals and presentations.
- Maintain fact and image databases and work closely with project teams to categorize all photography.
- Assist with marketing research initiatives.
- Learn EHDD's global portfolio of work and expertise.
- Assist with client and consultant relations.
- Assist in drafting, editing, formatting and distributing correspondence (letters, emails, etc.), spreadsheets and presentations.
- Partnering and networking with other administrative staff in order to support the firm, obtain information, and solve problems.
- Support contacts database management.
- Preparation for meetings and presentations including research, PowerPoint, copying, and agendas.
- Assist with organizing and developing project descriptions, resumes, company statements of qualifications, presentations, and other proposal and marketing materials.
- Assist in the assembly of high-quality client deliverables.
- Additional administrative duties including copying and managing electronic marketing resources and files as needed.



Qualities

- 7+ years of experience in a marketing role, preferably within the A/E/C or other relevant industry.
- Bachelor's degree in Marketing, Communications, Journalism, Architecture, Interior Design or related field.
- Proficiency with Adobe Creative Suite and Microsoft Office.
- Proven track record of meeting deadlines and managing multiple priorities simultaneously.
- Portfolio of work that demonstrates exceptional visual and verbal communication skills.
- Strong editing and creative writing skills.
- Self-motivator who likes to work collaboratively with colleagues across all levels.

EHDD offers a great workplace environment and interesting building types - including aquariums, museums, academic facilities, laboratories, libraries, student housing and commercial residential developments. We offer an outstanding benefits package including medical/dental/vision insurance with HSA, life and LTD insurance, 401K match, vacation and flex days, and support for professional development.

EHDD is proud to be an equal opportunity employer. Women, minorities, individuals with disabilities and protected veterans are encouraged to apply. Please submit letter of interest, resume and samples of your work by e-mail to HR@ehdd.com and reference Marketing Coordinator - Seattle in the subject line.