

job description

Marketing Coordinator

Urban Foundry Architecture is looking for a bright, self-driven, and energetic Marketing Coordinator to join our team.

The ideal candidate is highly motivated and able to work both self-directed and collaboratively with design and construction professionals. Your ability to problem-solve, meet deadlines, and contribute to elevating UFA in the AEC industry would make you an asset to our firm.

Urban Foundry Architecture is a young, ambitious Austin-based design firm focused on **urban architecture and interiors**. We're experiencing strong growth in one of the fastest growing and most dynamic cities in America. We offer driven creatives the opportunity to propel their careers working within a dynamic firm that produces wildly diverse projects; with a company culture that values its team.

Primary Duties / Responsibilities

- Keeping website updated with new content and periodic format adjustments
- Maintaining/managing social media content/posts/reach – primarily LinkedIn, Instagram, Facebook
- Maintaining our portfolio materials (project photos, etc.) and continuous coordination of new project photos and marketing opportunities
- Coordination of RFP/RFQ materials; primarily private work
- Business card and post card creation and maintenance
- Swag coordination
- Possible creation of client testimonial materials
- PowerPoint, Photoshop, Illustrator, Word, Outlook, Acrobat, Bluebeam
- Assist with maintaining & improving office design, detail, & specification standards
- Assist with proposal creation and client billings
- Industry best practices research

Secondary Duties / Responsibilities

- Preparation of proposals
- Assembly of proposal documents
- Coordination of PR opportunities
- Coordination of BD opportunities
- Attendance at networking functions and opportunity events

job description

Desired Qualifications, Skills & Abilities

- (2-5 years) of relevant work experience
- Bachelor's degree in Marketing, Communications or related field is preferred
- Proficiency in Microsoft Office, Adobe Creative Suite, PowerPoint, BlueBeam
- Experience as a Marketing Coordinator at an AEC firm or similar CRE industry firm
- Excellent communication, presentation, & team/client relation skills
- Efficiency in work process
- Proactive critical path task management
- Organized & detail oriented
- Innate & strong design sense
- Knowledge of marketing strategies and tools (traditional, current, and forthcoming)
- Proficient in data analytics software research
- Proficient with customer relationship and content management software
- Consultant interaction & management experience

Qualified candidates to send resume and portfolio to ... architecture@ufarc.com