

Open position for a Marketing Coordinator

Founded in Portland, Oregon in 1958, Boora Architects provides architecture, planning, and interior design services to organizations and institutions throughout the United States. We specialize in design for higher education, the arts, commercial development and government administration. Our work has been critically recognized for design, innovation, sustainability, and social impact. The recent LEED Platinum Certified renovation of our 60-person office ensures a healthy, daylighted workspace. Our informal, modern work environment is open and team-based, with the marketing group ensconced in the midst of it all.

The marketing team needs a self-motivated marketing coordinator, who can meet deadlines with grace and humor. Interfacing regularly, comfortably and confidently with high levels both inside and outside the firm, this position requires professionalism and work that is clear, correct, and aesthetically compelling.

Responsibilities include:

- Coordinate and implement marketing team initiatives with responsibilities that include writing, designing, editing and producing proposals, resumes, and qualifications packages.
- Support interview and presentation preparations.
- Assemble award submissions and help update Boora's website, database, and digital assets.
- Maintain calendar of national activities and speaking opportunities.
- Provide graphic design support to project teams as needed.

Ideal candidate possesses:

- Flexibility and ability to organize, prioritize, and multi-task
- Effective verbal and written communication skills with advanced spelling, grammar and composition skills; excellent proofreading ability
- Current skills in Microsoft Outlook and Word; Deltek Vision experience a plus
- Solid graphic design skills; proficiency using In Design, Photoshop and PowerPoint is a must
- Professional attitude with the ability to work well under deadlines while maintaining a positive outlook
- Discretion when handling confidential or sensitive materials.
- 1 to 3 years experience in marketing professional services (A/E/C industry experience preferred)
- Bachelors degree or equivalent experience

Additional details:

Immediate start

Full-time position

Pay commensurate with experience

Medical/dental/vision coverage provided

Send resume with salary requirements and a portfolio or writing samples via email to careers@boora.com. Please begin the subject line of your message with "Boora Marketing Coordinator Position".