

Marketing Specialist

“...Talented, organized, open-minded, dependable, multi-tasking, enthusiastic, resourceful and an amazing people person...”– does this describe you? Do you want to work with exciting clients on extraordinary projects?

We're looking for an all-star candidate to join our growing marketing team! This is not an entry level role, and is not purely just social media marketing. Our perfect candidate is someone with great ideas who can help take us to the next level. This is someone who is an excellent writer, and a quick learner with high attention to detail. This is someone who is highly organized, self-starting, project-oriented, and diligent, and who goes the extra mile whenever possible. Your skills and capabilities will help shape your role.

You will report to the Principal, Corporate Business Development, and work as a marketing team member along with other stellar marketing staff. You will also work directly with the CEO, partners, principals, project managers, and engineers on the preparation of proposals, qualifications materials/packages, and other marketing related activities. Your role includes preparation of presentations, client events/gatherings, and occasional website updates and social media postings.

You will be stationed in our beautiful downtown San Francisco office. While this is primarily an in-house role, it may also include some outside participation at specific events.

Marketing Team General Responsibilities

- Proposal development including and corresponding qualifications material
- Website maintenance and updates
- Company qualifications preparation and maintenance
- Client / architect interface
- Project and opportunity tracking
- Project database
- Image library
- Develop and maintain staff resumes
- Corporate announcements, newsletters, social media, etc.
- Special events
- Multitude of special marketing related projects

Desired Qualifications

- Marketing, Communications, or similar college degree or related experience
- Experience with social media programs and postings
- Experience with website
- Strong, accurate writing and grammar skills
- Excellent verbal communication skills
- Strong multitasking and time-management skills
- Self-starting and ability to prioritize
- Proficient in PowerPoint, Word, Excel, and Outlook (Photoshop skills preferred)
- Experience with CRM database systems preferred
- Prior experience within the AEC Industry preferred, but not required. We are looking for someone with 4 - 5 years' experience, but that is not a mandatory. If you are earlier in your career and still think you fit this role, let us hear from you.
- Prefer local applicants