

Job Opening – Marketing Coordinator

Firm Description

Walker Warner Architects is an award-winning San Francisco firm with a staff of 50+ people that have completed many residential, winery and hospitality projects in California, Hawaii and other Western states. Our work is tailored to the uniqueness and diversity of each client and place, maintaining a consistent focus on design excellence, thorough project management and superior service. We believe in collaboration, continuous learning and knowledge sharing. Our work environment is friendly and spirited, and we welcome participation in activities such as Rebuilding Together San Francisco and our co-ed summer softball team. For more information about our projects and firm, please visit us on [Instagram](#) and our [website](#).

Primary Responsibilities

We are looking to add a full-time Marketing Coordinator to our team in response to the success and growth of the firm. With oversight and direction from the Marketing Director, the Marketing Coordinator will manage and execute day-to-day marketing activities while also working closely with architectural staff to help us communicate the narrative of our work, our approach to architecture, and our passion for design.

- Support the Marketing Director in the planning and execution of the general marketing plan
- Work independently to initiate and manage projects with a variety of consultants i.e., graphic designers, website designers, photographers and public relations specialists
- Organize general events related to exhibits, tours, sponsorships and executive presentations
- Work closely with architectural teams and public relations consultants to develop project narratives i.e., project descriptions, product and manufacture lists, and fact check press packages and editorial coverage
- Develop other written content for the firm's marketing materials (website, social media, etc.) as required
- Create content and manage social networking platforms with a focus on Instagram, Facebook, LinkedIn and Twitter
- Develop and execute email marketing campaigns
- Update website content with new projects and company news
- Update portfolios and credentials for presentations/proposals
- Support architectural project teams with development of templates for graphic presentations (mood boards, etc.)
- Research and execute yearly architecture and design award submittals
- Manage and archive project imagery i.e., drawings and photography
- Assist in managing the marketing budget by reviewing invoices and tracking expenses

Compensation and Benefits

We offer a competitive compensation package including profit sharing, 401(k), health, dental, vision and long-term disability insurance, paid vacation and sick leave, commuter check and flexible spending accounts.

Qualifications

- Bachelor's degree from a four-year university
- Three to five years of experience working in a marketing capacity (either client or agency side of business)
- Experience working in a design-oriented environment is preferred
- Excellent verbal, written and graphic communication skills (passion and ability in writing a plus)
- Strong project management and organizational skills
- Proficiency in Microsoft Office, Adobe Photoshop and Adobe InDesign

How to Apply

Submit in PDF format a cover letter, resume, 1 to 3 writing examples and 1 to 3 graphic design examples, if available. Examples can be any content developed for marketing use i.e., proposals, email, and/or website. We will acknowledge receipt of your information, but only candidates being considered for a position will be contacted. Please no hard copies, drop-ins or telephone calls. Reposting this job description elsewhere is not permitted.

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