

For qualified and interested candidates, please send your resume and portfolio to apply@bonstra.com.

Marketing Coordinator

Bonstra | Haresign ARCHITECTS is an award-winning architectural design firm located in the heart of the Fourteenth Street corridor – one of Washington, DC’s most vibrant, dynamic mixed-use areas. We are a close-knit group of 35 creative, passionate individuals focused on designing buildings and spaces that strengthen communities. We are seeking a talented Marketing Coordinator to join our team and work directly with our Marketing Lead. The ideal candidate will possess top-notch writing, storytelling, and graphic design skills; strong organization and project management skills; the ability to multitask in a fast-paced, deadline-driven environment, and a passion for our local community and architectural design.

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Our Ideal Candidate:

- Has a passion for design and architecture!
- Demonstrate exceptional communication skills, written and verbal - a natural storyteller.
- Possesses strong business aptitude, a high level of design sensibility and graphic capabilities.
- Collaborates well with others, is articulate and poised in all communications and interactions with staff and partners, while representing the firm externally.
- Effectively manages priorities and works efficiently to complete multiple tasks under deadlines.
- Works independently, is self-directed and resourceful.
- Commands strong organizational skills and is detail and deadline-oriented.
- Is technologically savvy across various media types.
- Has experience in proposal preparation and proposal management.
- Has proven experience managing and producing creative content for social media accounts.
- Demonstrates enthusiasm, positivity, and confidence.

Requirements:

- Bachelor’s Degree in Marketing, Communications, Journalism, Graphic Design, Architecture, or related field.

- Minimum 2-4 years of relevant professional experience; marketing within the A/E/C industry or professional services marketing experience is strongly preferred.
- Strong Proficiency in the Adobe Creative Suite application-InDesign, Photoshop and Illustrator required
- Microsoft Office is required.
- Basic multimedia/web skills: working knowledge of HTML, CSS; experience with Wordpress-based content-management system and email marketing (MailChimp) preferred.

Responsibilities:

- Support all marketing and business development initiatives
- Write, design, and distribute our regular DesignLINE email blasts via Mailchimp and keep contact lists updated.
- Content creation and posting on all firm social media accounts: LinkedIn, Twitter, Instagram, Facebook, Vimeo, etc.
- Works with partners and marketing team with production of all marketing and communications deliverables (qualifications, RFPs, presentations, and miscellaneous marketing correspondence).
- Maintain a high-volume of digital marketing records including project photography and graphics, project information, fact sheets, project teams, staff resumes, awards, entitlements, and media publications.
- Support project awards submissions for regional and national programs.
- Design graphic pieces: business advertisements (print +digital), internal office art, awards and presentation display boards.
- Regularly update firm website www.bonstra.com: manage all updates using a Wordpress-based platform, create new content and DesignLINE blog posts, and coordinate with website developer when necessary.
- Provide firm-wide graphic and writing support as necessary.
- Assist with event planning for client parties, project tours, and firm outings, etc.