

NSA Architecture is searching for a **Marketing Coordinator** to join its growing team.

Responsibilities:

- Represent the firm to clients, peer organizations, and business associates.
- RFP/RFQ research, review and development of professional responses.
- Work with firm Principals to develop proposal responses.
- Responsibilities to include: Planning and coordination of weekly marketing meetings; planning, coordination and production of all proposals and presentations; oversight and maintenance of the company website; monitoring of websites for lead opportunities;
- Manage collateral materials development, public relations and advertising programs, corporate identity development and implementation, special events, direct-mail programs, and market research activities.
- Coordinate conference and trade shows for organization; Attend trade shows and tours for benchmarking.
- Event planning and coordination.
- Assist with office administration tasks.

Qualifications:

- Min. 5-10 years' experience within architectural/engineering/interiors industry.
- Demonstrated proficiency in the following applications – InDesign, PowerPoint, Photoshop, Illustrator, in addition to the full suite of Microsoft Office applications.
- Bachelor's degree preferred.
- Excellent oral and written communication skills
- Ability to organize and handle multiple project assignments.
- Legally authorized to work in the US without sponsorship.

Company Overview:

NSA Architecture was founded in 1960. We provide Planning, Design, and Engineering Services for the Built Environment. NSA's portfolio includes Senior Living facilities, Municipal, Commercial, Manufacturing, Energy, Research and Development facilities, Education and Telecommunications buildings. NSA offers clients diverse experience, a proven track record, direct principal involvement and quality management, state-of-the-art technology and extensive retrofit knowledge.

www.nsa-architecture.com

NSA offers a competitive compensation and benefits package including 401k.

Please email your cover letter and resume to Frank Ray, CEO at fray@nsa-architecture.com.

Applicants not providing a formal resume with relevant experience will not be considered.