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Marketing Coordinator

Firm: FBT Architects

Position: Marketing Coordinator, full-time on-site

Compensation: Depending on experience

Location: Albuquerque, New Mexico

We are seeking a creative marketing professional to join our team in the Albuquerque office. This self-starter will be a key part of our three-person marketing team and lead the effort in creating and producing graphic materials for proposals, presentations, interviews, marketing collateral, firm website and social media. The ideal candidate can juggle multiple projects and pivot in a fast-paced (but fun!) work environment. This position works closely with other marketing team members in support of all business development, marketing and public relations efforts of the firm to produce outstanding results.

Primary Role / Responsibilities

- ✓ Support the team in producing proposals, qualifications packages and presentation materials
- ✓ Maintain and update firm websites (WordPress)
- ✓ Develop and plan content and graphics for website and social media
- ✓ Help maintain marketing infrastructure including brand standards, templates, firm fonts, project portfolios, etc.

Additional Expectations

- ✓ Design and produce materials for marketing initiatives and business development in all media (print, web and video)
- ✓ Maintain visual asset libraries
- ✓ Assist with planning and coordinating special events

Your Skills

- ✓ **Digitally Adept:** Expertise in applicable software and technologies with a strong sense of information design: Adobe Creative Suite—specifically InDesign, Illustrator and Photoshop; WordPress / HTML; social media channels; Microsoft Office
- ✓ **Collaborative:** We're looking for a team member who shares our passion for architecture and working in a collaborative environment. In addition to working together as a team, we collaborate daily with a wide variety of staff across the office.
- ✓ **Wordsmith:** Has a way with words and an eye for the details. Writing, editing and proofreading proposals and marketing collateral is an important skill.
- ✓ **Innovative:** We strike a balance between working efficiently and effectively, while always looking for ways to improve and rethink our processes and end products.
- ✓ **Enthusiastic:** Ability to take a project and run with it.
- ✓ **Agile:** Ours is a fast-paced and energizing environment. Must be highly organized and able to focus on multiple deadlines.
- ✓ **Experienced:** 1-4 years professional experience. Bachelor's degree in Marketing, Communications, Journalism, Graphic Design or a related field is required.

About FBT

FBT Architects, now in its 50th year, is a multi-disciplinary architectural firm headquartered in Albuquerque with offices in Colorado Springs, CO and Dallas, TX. We have a dynamic, talented core staff of architects and planners and designers. We seek to provide a challenging and rewarding work environment for all employees and encourage everyone to achieve their maximum potential. If you take pride in what you do and want to have fun in your professional life, contact us. We'd like to hear from you!

Please send cover letter, resume and work samples to Michele Carter at mc@fbtarch.com and Allie McAlister at agm@fbtarch.com