

PART-TIME MARKETING MANAGER JOB DESCRIPTION

Are you a marketing professional looking for more meaning in your job from day to day? Join Architecture for Education (A4E), a Pasadena, CA-based firm with an office in Portland, OR that designs inspiring and forward-thinking learning environments in the K-12 and higher education sectors. We believe our work has significant social purpose, and we are seeking motivated team members who will share our passion for bringing transformative design solutions to students, teachers, and communities.

When you work with A4E, you are an integral part of a dynamic organization that delivers high-impact projects. We are committed to developing next-generation leaders in the profession. With bi-weekly happy hours, flexible working, and a collegial, supportive culture, A4E is a well-rounded place to create spaces that make a difference. A4E welcomes applicants from anywhere in the U.S. If interested, please submit your resume to Leah Lucchese, Operations Manager at llucchese@architecture4e.com.

Opportunity: We are seeking a marketing generalist who is skilled at directing, managing, and coordinating with A4E's existing resources (such as graphic designer, copy writer, communications specialist), as well as facilitating and leading strategic pursuits.

In addition, the Marketing Manager will spearhead various non-pursuit-related marketing and communications-related programs, projects, and initiatives. This includes, but is not limited to, managing a master schedule of marketing activities, opportunities, and deadlines; leading award submittal and conference presentation proposal efforts; managing the firm's website to keep it current; and conducting marketing research in support of business development efforts.

Reports to: Design Principal & Chief Marketing Officer

Schedule: Part-time 24-30 hours, Remote Position feasible

JOB FUNCTIONS AND RESPONSIBILITIES:

- **Project Management**
 - Create and manage a master schedule (in Trello) of marketing activities, eblasts, projects, proposals and award submittals, sponsorship/advertising deadlines, conferences and events, and ongoing initiatives
 - Participate in strategy, business development and lead tracking efforts
 - Maintain various systems for organization of files and content
 - Facilitate, schedule and coordinate with copy writer, graphic designer and CMO for email campaigns, awards submittals, conference speaking proposals
 - Participate in SMPS, AIA and other professional organizations as appropriate

- **RFPs/Project Pursuits**

- Managing the proposal production process; including reviewing RFQ/Ps; creating proposal outlines/workplans; leading strategy and/or kick-off meetings; overseeing an outsourced marketing coordinator/graphic designer; contributing to proposals with content direction and/or custom narratives; reviewing drafts/providing QA/QC; and ensuring RFQ/P compliance
- Coordinating interviews or presentations for new business opportunities

Communications

- Maintain and enhance website
- Lead implementation efforts for social media

SKILL SET:

- Exceptional organizational skills and the ability to work independently without direct supervision
- Solution- and detail-oriented, resourceful
- Experienced working with multiple projects against tight deadlines
- Ability to work independently and produce deliverables on time
- Working knowledge of InDesign and PowerPoint including use of color palettes, master slides, and imported elements. Template creation a plus.
- Ability to track and leverage data with proficiency in Excel, Word, Trello, Monday.com
- Exceptional communication skills; written and verbal
- Ability to seamlessly interact and collaborate with senior management, internal staff, off-site marketing consultant, external client organizations, consultants and vendors

Qualifications: Bachelors Degree. 7+ years of experience. AEC proposal production experience required. Advanced Adobe Creative Suite, Microsoft Office Suite, Word Press, Mailchimp, Monday.com, and Trello skills.

ARCHITECTURE FOR EDUCATION (A4E)
Open Positions: June 2023

Are you an architect looking for more meaning in your job from day to day? Join Architecture for Education (A4E), a Pasadena, CA-based firm that builds inspiring and forward-thinking learning environments in the K-12 and higher education sectors. Through design and service excellence, our teams raise the bar for educational experiences every single day. We believe our work has significant social purpose, and we are seeking motivated team members who will share our passion for bringing transformative design solutions to students, teachers, and communities.

When you work with A4E, you are an integral part of a dynamic organization that delivers high-impact projects. We are committed to developing next-generation leaders in the profession. A4E offers a generous benefits package including an employee stock ownership plan (ESOP); healthcare, dental, and vision insurance; and performance-based bonuses. We provide professional development opportunities so you can grow in your career. We also understand juggling busy lives outside of work, which is why we offer hybrid office- and home-working schedules. With bi-weekly happy hours, flexible working, and a collegial, supportive culture, A4E is a well-rounded place to create spaces that make a difference. A4E welcomes applicants from anywhere in the U.S. If interested, please submit your application, including cover letter, resume, and portfolio to llucchese@architecture4e.com. We currently have openings for:

DESIGNER: BUILD A CAREER WITH PURPOSE – Full-time intermediate-level position. We're looking for an organized individual who is ready to take initiative. You'll use your creative flair and eye for detail to work with our production team in preparing planning documents, design drawings, and sketches or renderings for presentations. You will participate in some of the most key phases of the project, including assisting through design development, including materials, finishes, and furniture selections, and construction administration. By generating RFI responses and submission reviews and attending site observations, you will sharpen your understanding of the design process from start to finish. Skills and Qualifications: Bachelors or Architecture Degree from accredited NAAB school. Unlicensed architect on the path to licensure with 2 to 3 years of experience. Knowledge of Revit, AutoCAD, Sketchup modeling and Adobe Photoshop.

PROJECT DESIGNER: LET YOUR CREATIVITY MAKE AN IMPACT – Full-time position. You are a professional who is eager to shape and lead conceptual design. You'll use your knowledge and experience to produce presentation-quality drawings for projects at all scales under the direction of a Project Architect or Principal. We'll rely on your range of skills including drafting, 3D rendering, visualization, and general project support. You're an all-rounder who understands all aspects of project delivery, including coordinating site planning, interior design, engineer, and consultant work, checking design documents, and producing submittal reviews and RFIs. Get plenty of face time with clients and take ownership in the firm's success by helping out with new business development. Skills and Qualifications: Bachelors or Masters level Architecture Degree from accredited NAAB school. 8+ years of experience. Licensed or actively pursuing registration preferred. DSA and educational facility design experience required. Code knowledge. Exceptional Revit, AutoCAD, Sketchup modelling, and Adobe Photoshop skills. Supervisory experience.

JOB CAPTAIN / SENIOR JOB CAPTAIN: BRING INSPIRING DESIGN TO LIFE – Full-time position. Be a leader your team looks up to – you'll oversee 1 to 3 architectural staff in developing construction documents. You'll be our technical expert, detailing all components of a building and reviewing consultant work, including checking for code compliance and adherence.

to project requirements. You're someone who enjoys coordinating with outside consultants and other team members to launch the project successfully through construction and see design come to life. Skills and Qualifications: JC: Bachelors or Architecture Degree from accredited NAAB school. 5 to 8 years of experience. SJC: Bachelors or Masters level Architecture Degree from accredited NAAB school. 8+ years of experience. JC/SJC: Licensed or actively pursuing registration preferred. DSA and educational facility design experience preferred. Exceptional Revit, AutoCAD, Sketchup modelling, and Adobe Photoshop skills.

PROJECT ARCHITECT / PROJECT MANAGER: DRIVE RESULTS FOR COMMUNITIES – Full-time senior-level position. Your experience makes you a natural primary point of contact for our clients and consultants as you manage the production team on all aspects of project delivery. Develop and maintain project schedules and workplans, assist in preparation of contracts, and lead the development of construction documents. Skills and Qualifications: Bachelors or Masters level Architecture Degree from accredited NAAB school. 8 to 12 years of experience in designing and/or managing architectural projects. DSA and educational facility design experience.