

An established and growing architecture firm in Kansas City is looking to round out its creative and highly successful marketing staff by adding a Marketing Coordinator. The entire staff has made a deliberate effort to create and maintain a healthy and vibrant culture that allows people to make a real contribution. Now we're looking for a professional who wants to be a part of that and can contribute to the future of the firm in the role of Marketing Coordinator.

The person we're looking for is a well-rounded marketing professional that can organize and manage multiple projects and levels of information while thinking creatively. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The duties listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Some of the duties and responsibilities include:

- Assisting with or leading the response to RFPs / RFQs and qualifications statements
- Creating and managing general marketing materials
- Developing content for a wide range of marketing initiatives
- Assisting the team with interview and presentation preparation
- Collecting and maintaining project and personnel information
- Assisting with public relations efforts and events
- Working with the larger team to develop pursuit strategies and graphics packages
- Leading or contributing to market sector research
- Contributing new ideas to how we develop the firm's brand
- Contributing to the organization of project information and lead tracking databases

We're looking for someone with a relevant Bachelor's degree (journalism, marketing, communications, etc.) and experience in the A/E/C industry. PR experience and capability a plus. Candidates must be proficient in the Adobe Creative Suite programs, as well as Microsoft Office programs. Deltek Vision is a plus, but not required. In return for finding the right person, the salary and benefits are very competitive.

Hoefler Wysocki specializes in architecture and planning for healthcare, public safety, federal government and commercial projects around the region and across the country. Since 1996, Hoefler Wysocki has grown from the two founders to a staff of 75, all with the same dedication to service, to exceptional design and to each other. And we've done it by working together, with the firm's leadership creating an environment that helps us all learn, grow and be the best at what we do.

If you're interested in joining the team, please contact:

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