

**Position:** MARKETING COORDINATOR / SENIOR MARKETING COORDINATOR – Full-time employee

**Office Location:** Minneapolis, Minnesota or Tempe, Arizona

**Description**

Meyer Borgman Johnson is seeking a creative and experienced Marketing Coordinator or Senior Marketing Coordinator to join our team of structural designers, engineers, and BIM specialists. As a member of our marketing team this role will coordinate the planning, development, and production of organization-wide Request for Proposals (RFPs)/ Requests for Qualifications (RFQs), Statements of Qualifications (SOQs), presentations, press releases, social media content, whitepapers, and award submissions, and other marketing requests.

You will join a high performing team of marketing professionals, and be involved with marketing efforts for Meyer Borgman Johnson and Integral Research Solutions Group on pursuits of award-winning projects across the U.S. in a wide variety of sectors and specialties. You will interact with our Marketing Manager and leadership team regularly and will be responsible for task and time management. Every day is different!

**What you will do:**

- Development of concept, design, and layout of communication materials. This includes content generation for our website, social media, and client outreach, as well as content for our knowledge sharing platform Insight, internal communications for Livestreams, and special projects appointed by leadership.
- Leadership of charrettes with our project teams to seek out interesting projects and approaches to our work that are worth communicating internally and externally.
- Advocate and maintain the integrity of the brand. Responsible for quality at all stages of all projects. Responsible for research, ideation, creation, production, printing, QC, and follow up. Partner with vendors and printers when necessary.
- Contribute to the strategic vision of the department with our Marketing Manager and Business Development Director. Assist in strategic planning for all communications, determining actions needed to achieve broad department-wide goals, and defining processes and resources needed.

**Position Requirements:**

- Associate or Bachelor's Degree in Marketing, Journalism, Public Relations, or equivalent years with experience
- Proficient in the Adobe Creative Suite, including InDesign, Illustrator, Photoshop.
- Strong verbal and written communication skills
- Team player, eager to support both internal and external colleagues and clients
- Ability to coordinate multiple projects simultaneously
- Ability to perform quality work to meet deadlines
- Excellent attention to detail

**Desired Qualifications:**

- Experience with social media and e-mail campaigns
- Experience with CRM (Deltek Vision/VantagePoint)
- Previous employment with architecture, construction, or engineering-based firms

**Desired Qualities:**

- Highly developed organizational abilities
- Team Player who works cohesively with a variety of personalities, cultures, and work styles
- Ability to work well in a fast-paced time sensitive environment, handling multiple tasks and deadlines with frequent interruptions, while maintaining a positive, "get it done" disposition
- Effective, strong communication skills at all levels, including with project team, managers, and clients
- Flexible and easily adapts to change

**Benefits:**

- Competitive pay and benefits commensurate with experience and qualifications, including health, dental, disability, flex-benefits, 401k, continuing education, flexible schedule, travel pay, etc.
- Flexibility to shape your career path and grow with the firm
- Ability to work with stimulating colleagues on a daily basis in an environment that is challenging, fun and promotes individual growth, teamwork, and creativity.
- After onboarding and training period, this position would be open to a flexible, hybrid work schedule.
- Salary based upon experience level and skill set

**Please email your cover letter, resume, writing sample, and salary expectations (as one compiled PDF up to 10 MB) to**

[Click here to upload your resume.](#)