

Marketing and Communications Coordinator

Allied Works is a 40-person architecture and design practice with offices in Portland, Oregon, and New York City. Guided by principles of craft and innovation, Allied Works creates designs that inspire, resonate with their place and purpose, and provide new insight into their surrounding physical and cultural contexts.

Allied Works is widely recognized for our civic and cultural projects, among them the Museum of Arts and Design in New York, the Clyfford Still Museum in Denver, the National Music Centre in Calgary and the National Veterans Memorial Museum in Columbus, Ohio. We've also designed a range of residences, offices, commercial projects and creative workspaces, including the Wieden+Kennedy World Headquarters in Portland; Sokol Blosser Winery in Dayton, Oregon; and Pixar Animation Studios in California. Recent works include Eleven Madison Park, a three Michelin starred restaurant in New York; "Uniqlo City", the international headquarters of Fast Retailing in Tokyo; and the US Embassy in Maputo, Mozambique. Our creative output is not limited to buildings, however; we regularly design and produce a wide range of artifacts, including exhibitions and site installations, custom furniture and decorative arts pieces, as well as diverse publications and printed matter.

We are currently seeking a talented and committed individual for a full-time Marketing & Communications Coordinator position in **our Portland office**. This person will work closely with our principals, research and development director, communications director, graphic designer and project leads to support the firm's marketing, development and broader outreach efforts.

Business Development Responsibilities

- Assist in the coordination, development and production of proposals, targeted presentations and products
- Coordinate the efforts of the business development team, including graphic design, production, and delivery of all marketing and development collateral
- Maintain and update standard written and graphic libraries, project databases, contact lists, and other business development documents such as RFP/Q templates, agendas, schedules, and status reports
- Research new business leads, opportunities and requests for proposals, competitions and other potential projects
- Conduct client, market and project-specific research as necessary

Communications / Public Relations / Media Responsibilities

- Collaborate with our Director of Communications and PR agency to manage incoming inquiries, press releases and public announcements
- Assist with maintenance and monitoring of our website and social media platforms
- Assist with the tracking and development of award submittals, lectures and events, articles, publications

Qualifications Requested

- Excellent written, verbal and visual communication skills
- Degree in marketing, management, communication, language arts or design preferred
- Additional language or translation skills a plus
- Ability to prioritize tasks, coordinate information flows and effectively manage multiple deadlines
- Knowledge of technologies and strategies to facilitate collaboration and organization among broad groups
- Experience drafting copy for press and business development preferred
- Three years or more of experience in marketing / business development in an A/E/C or design-related field is desired but not required
- Working knowledge of Mac OS, G Suite, MS Office, Adobe Creative Suite (InDesign in particular), Keynote and facility preparing and managing content for diverse social media platforms

We invite you to review our work at the following locations:

Website: alliedworks.com // Twitter: [@alliedworks](https://twitter.com/alliedworks) // Instagram: [@allied_works](https://www.instagram.com/allied_works)

Other details:

- Position available immediately following interview and selection process
 - Competitive salary, 401K plan, medical, dental and PTO benefits provided
 - Allied Works is an equal opportunity employer
- Please Submit the following materials to jobs@alliedworks.com and include "**Marketing and Communications Coordinator**" in the email subject line.