



Marketing Assistant

Welcome to RTA Architects, a team of 40 comprised of seasoned leadership, visionary architects, and dedicated support staff. Since our founding in 1975, RTA Architects has created award-winning architectural and interior designs for the Colorado built environment. We specialize in healthcare, education, retail, and commercial properties, delivering beautiful functional buildings that serve the unique needs of their users and owners.

From our loft studio office in downtown Colorado Springs, your new position as part of the firm's marketing team will be fast-paced, multi-faceted, and highly engaging. Your week will include creating proposals and SOQs where you'll be the 'air traffic controller', gathering the necessary background from colleagues, writing winning content, and assembling the final submittals. You will also create Power Point presentations and produce leave-behinds for interviews and client meetings. At the same time, you will obsess about every detail to assure the documents are error-free and delivered on time.

You will also be in charge of tracking project data and providing key support to our administrative functions, particularly to front desk reception.

You'll need to be adept at wearing many hats and have skills in writing and editing, graphic design and print production, and general administration including meticulous note-taking and meeting follow-up. You'll interact with many teammates and will find yourself engaged by multiple people at the same time. You must be a self-starter who can determine and manage priorities to meet deadlines.

Our culture is open, collaborative, and collegial. We have a passion for serving our community and provide numerous volunteer opportunities. We also support each team member's ongoing professional development and offer a yearly continuing education allowance.

Specifically, the Marketing Assistant will:

1. Lead proposal development, graphic design and print production:
 - ✓ Identify requirements, deadlines, etc. of RFQs/RFPs
 - ✓ Produce proposals and awards submittals, direct mail pieces, and presentations
 - ✓ Maintain corporate information, project sheets, etc. for real time utilization in proposals
 - ✓ Create graphic materials for trade shows, speaking engagements, and other corporate events
2. Help with general administrative tasks:
 - ✓ Organize marketing files
 - ✓ Take notes during meetings and follow up on action items
 - ✓ Collect and organize project data
 - ✓ Assist in covering the front desk by answering phones, organizing meetings, and greeting clients
 - ✓ Assist Principals and the Sr. Marketing & Business Development Manager with other tasks as needed



Qualified applicants must have the following qualifications:

- ✓ Bachelor's degree in Business, English, Communications, or Journalism or equivalent experience
- ✓ 1-3 years of Marketing or related experience, AEC industry experience preferred
- ✓ Excellent written and graphic design skills
- ✓ A passion for detail and an eye for creativity
- ✓ Knowledge of Adobe Creative Suite (InDesign, Illustrator, Photoshop) and MS Office required (Word, Excel, and PowerPoint)
- ✓ Ability to produce high-quality work in a very fast-paced deadline-driven environment
- ✓ A high level of organizational abilities and a focus on details with a proven ability to multi-task
- ✓ The ability to work independently
- ✓ A service-focused and team-oriented attitude

If this level of challenge excites you, please send your resume to employment@rtaarchitects.com. Work hours are 8:00 am – 5:00 pm. Hourly rate dependent on experience, and we offer a competitive benefits package. RTA Architects is an equal opportunity employer.

For more information about RTA, please visit our website at www.rtaarchitects.com.