



Marketing Coordinator

Welcome to RTA Architects, a team 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, and community projects, delivering beautiful, functional buildings that serve the unique needs of their users and owners. RTA has consistently been voted the Best Architecture Firm in Colorado Springs by the readers of the Colorado Springs Business Journal.

In your new position as part of the firm's Marketing team in beautiful downtown Colorado Springs, your role will be fast-paced, multi-faceted, and highly engaging. Your week will include creating proposals and qualifications packages where you'll be the "air traffic controller", gathering the necessary background information from colleagues, crafting and editing content, and designing and producing the final submittals.

You will also find yourself creating PowerPoint presentations and producing leave-behinds for interviews and client meetings. Other ongoing activities that will fill your days include coordinating award submittals, keeping the website engaging and current, and managing our social media channels.

And during all this, you will obsess about every detail, ensuring that your work is error-free and that deadlines are met.

Our culture is open, collaborative, and collegial. You'll interact with many teammates, so ***you must be a proven multi-tasker with a track record of managing multiple priorities and meeting deadlines. You must also have experience in the A/E/C industry and possess excellent communication and graphic design skills.***

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 an annual continuing education allowance.

Specifically, the Marketing Coordinator will:

1. Lead proposal, interview, and award submittal efforts:

- ✓ Identify and communicate requirements and deadlines
- ✓ Schedule team meetings
- ✓ Draft content
- ✓ Design and produce final packages
- ✓ Review and proofread all materials to ensure they are visually pleasing and error-free

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2. **Manage digital marketing efforts:**
 - ✓ Create and update website content
 - ✓ Craft and execute social media messaging and track analytics

3. **Assist with general marketing tasks:**
 - ✓ Create and update staff resumes, narrative libraries, project pages, and image files
 - ✓ Design and update marketing collateral including brochures, flyers, and client presentations, and event graphics
 - ✓ Assist with company events as needed
 - ✓ Track project data
 - ✓ Coordinate project and employee photo shoots
 - ✓ Assist Principals and the Marketing Manager with other tasks as requested

Qualified applicants must possess:

- ✓ A Bachelor's degree in Business, Marketing, Communications, English, Journalism, Graphic Design, or equivalent experience.
- ✓ **One or more (1+) years of experience with an architecture, construction, or engineering firm in a Marketing role (required).**
- ✓ Expertise with Adobe Creative Suite, particularly **InDesign and Photoshop (required), and MS Office (required)**. Video editing is a plus.
- ✓ Strong graphic design capabilities.
- ✓ Excellent writing, editing, and proofreading skills. **Experience with proposal/technical writing is required.**
- ✓ Extraordinary attention to detail.
- ✓ Exceptional communication and rapport-building skills.
- ✓ Strong planning, organizational, and time management skills.
- ✓ The ability to produce high-quality work in an extremely fast-paced deadline-driven environment.
- ✓ The ability to work independently, work extra hours (as needed) to meet deadlines, and travel locally for occasional weekday events.
- ✓ A heart for service, a positive attitude, a proactive nature, and a collaborative mindset.

If this level of challenge excites you, please send your resume and a tailored cover letter to employment@rtaarchitects.com with "Marketing Coordinator Position" in the subject line. Only those invited to interview will receive a reply. No phone calls, please.

Compensation dependent on experience, and we offer a competitive benefits package and professional development opportunities. Work hours are 8:00 am – 5:00 pm, Monday through Friday.



For more information about RTA, please visit our website at www.rtaarchitects.com. RTA is Equal Employment Opportunity (EEO) employer.