

MARKETING & COMMUNICATIONS COORDINATOR

Snow Kreilich Architects is a nationally recognized and award-winning architectural studio-based practice founded in 1995 by Julie Snow. With each project led by design principals, the studio focuses on producing architecture that performs against multiple measures of design excellence.

Snow Kreilich seeks a full-time Marketing and Communications Coordinator to join our Minneapolis studio. This role develops and coordinates various marketing initiatives, including proposals, qualifications, written and graphic marketing assets, award submissions, and social media content. They will report directly to the Marketing Manager and collaborate closely with the Director of Business Development & Marketing to produce brochures, presentations, and responses to external requests for information. The ideal candidate is detail-oriented and has excellent written, verbal, and graphic communication skills. The position requires managing multiple assignments simultaneously, working independently and collaboratively, and effectively prioritizing tasks to meet concurrent deadlines.

RESPONSIBILITIES

- Maintain and update the firm's proposal assets, including project sheets, resumes, references, and project/client database.
- Take ownership of proposal production process from RFQ/RFP analysis to submission, ensuring quality and timely delivery.
- Ensure consistency in company branding, messaging, and marketing materials across all platforms.
- Support the creation of marketing collateral, including brochures, pre-qualifications, award submissions, and presentations.
- Assist in improving digital presence and outreach efforts, including posting regular content to social media channels, updating the website & external architecture portfolio sites.
- Coordinate new project photo shoots and oversee the image library.
- Coordinate event logistics such as sponsorships, registrations, and booth materials.
- Participate in small-group and company-wide meetings and events.

QUALIFICATIONS

- 2-4 years of professional experience in marketing, communications, or graphic design
- Experience in the built environment (A/E/C industry) preferred but not required
- Experience in preparing and submitting proposals.
- Ability to work both independently and collaboratively within a team.
- Strong graphic design and layout skills.
- Proficient in Adobe Creative Suite (InDesign, Photoshop, Illustrator, etc.)
- Proficient in Microsoft Office (PowerPoint, Outlook, Word, Excel, Teams, etc.)
- Ability to manage multiple deadlines and prioritize tasks effectively.
- Exceptional attention to detail and accuracy.

COMMUNICATION SKILLS

- Excellent verbal and written communication skills, including the ability to act as an in-house editor to maintain accurate and consistent voice and editorial standards in copy
- Attention to detail and outstanding organizational and project management skills are a must
- Self-sufficient and highly communicative with the ability to manage own schedule and balance multiple deadlines/workloads
- Critical thinker and strategist who is personable and highly communicative
- Positive demeanor with a can-do attitude

SALARY RANGE

\$70K – 80K | *Snow Kreilich offers a full benefits package, including health, dental, and vision insurance. The firm is dedicated to the continued professional development of its staff, holding regular continuing education seminars and supporting participation in professional organizations. Recognizing the importance of a happy and healthy work environment, the firm organizes social gatherings for staff and their families throughout the year.*

APPLICATION INSTRUCTIONS

If your experience aligns with the qualifications listed above and you are interested in this full-time position, please submit a cover letter detailing how your professional background applies to this role, along with your resume, to alita@snowkreilich.com

Please include Marketing & Communications Coordinator – [Your Name] in the subject line.

Snow Kreilich is an Affirmative Action, Equal Opportunity Employer.