

## Marketing Coordinator | 1-2 Years Experience

MGA | Michael Green Architecture is one of the most internationally recognized architecture firms in Canada, having completed some of the most significant timber buildings in the world. We are recognized for sustainable architecture and developing carbon-neutral buildings with advanced wood construction. We work with clients both locally and internationally to help solve the greatest challenges of our time; for people and planet.

As architects and designers, we have an ambitious obligation; it's our job to reshape the quality and longevity of life on earth through the lens of design. We are advocates for lasting positive change and are committed to designing solutions that push boundaries. Our team values are rooted in inclusive collaboration, community contribution, constant evolution, and most simply – love for nature.

### WHAT WE'RE LOOKING FOR

We are looking for an enthusiastic **Marketing Coordinator** with strong graphic design skills and a high degree of organization. Reporting to the Director of Marketing & Communications, this is a broad role in an entrepreneurial environment that will be best suited for a motivated self-starter with a positive attitude

### WHAT YOU'LL GET UP TO

- Support the marketing + design team in the development of proposals, fee letters, project descriptions, CVs, team biographies, etc.
- Manage award submission process, including coordination, writing, submission, and tracking deadlines.
- Work with the marketing team to create and post engaging social media content
- Design output of qualification packages, press kits, presentations, project boards, etc.
- Monitor bid sites for RFX opportunities, research long leads, and coordinate with sub-consultants.
- Own the project database, CRM, and digital asset library.
- Track lecture requests + conference opportunities.
- Assist with updating the internal and external websites.
- Business development support as needed.

### WHAT WE VALUE

- Bachelor's Degree or equivalent combination of education and experience.
- Minimum of 1-2 years of experience in a marketing or graphics role, preferably within the AEC industry.
- Highly flexible and adaptable, with the ability to work independently, as well as in a team environment.
- Self-motivated; ability to multi-task, manage time well, and work towards deadlines.
- Excellent written and verbal communication skills, with fluency in English.
- Experience with Adobe Creative Suite (Photoshop, Illustrator, InDesign)
- Ability to use various social media platforms (Twitter, Facebook, LinkedIn, Instagram, Sprout Social, etc.), and databases (Image Relay, Air Table, etc.)
- Fluency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Excitement to uphold and story tell the MGA vision

MGA is an equal opportunity employer. We offer a competitive salary and benefits package, and the opportunity to grow with our team in a collaborative and fun, open-office environment.

To apply, please submit your portfolio + resume to [jobs@mg-architecture.ca](mailto:jobs@mg-architecture.ca). Please specify job title in the subject line. No phone calls, please. Only those selected for an interview will be contacted.