Firm: MAKERS architecture and urban design, LLP  
Job Title: Document Production and Marketing Coordinator  
Location: Seattle, WA

MAKERS architecture and urban design is a planning and urban design consulting firm located in Seattle, WA. We are seeking a document production specialist and marketing coordinator to support our planning and urban design projects. More information about MAKERS and the clients we work with can be found at www.makersarch.com.

As a small business it is important that each team member can support multiple roles and efforts within the office. Tasks associated with this position include the following.

Job Responsibilities

- Lead the preparation of project reports, proposals, and other deliverables, including document production, layout development, and editing. Content is typically provided by other team members.
- Establish document templates to support future deliverables.
- Lead the development of other marketing materials, including presentations, display boards, and leave behinds.
- Coordinate with team members from other consulting firms when developing proposals.
- Track proposal wins and losses, as well as other pertinent information related to our marketing efforts.
- Manage and update marketing materials, including resumes, project sheets, and informational packets.
- Support website and social media management.
- Lead the preparation of award submittals.
- Provide day to day assistance to the admin staff.

Qualifications

- Minimum 2 years experience. Prior experience at a planning, architecture, or engineering firm is a plus.
- Strong competency in Adobe Creative Suite (InDesign and Illustrator) and Microsoft Office.
- Document layout and production is a requirement.
- Graphic design background is a plus.
- Editing and written communication skills.

Salary will be negotiated commensurate with experience and qualifications. Other benefits include health care, paid vacation and sick time, and retirement plan investing and matching.

Please submit qualifications and samples of design experience to Danielle Cull at daniellec@makersarch.com. No phone calls please.