

Marketing Assistant for Mid-sized Architecture Office

Noll & Tam Architects is a women-owned, 42-person, award-winning architectural firm in West Berkeley celebrating 28 years in business. Public projects are our focus: libraries and other community and civic facilities, higher education and K-12 schools, healthcare, and workplace interior design and space planning. Our working environment is collaborative, team-based and friendly. We value making meaningful contributions to our clients, our community, and our environment. Noll & Tam hires to keep: almost half of our employees have been with us for more than 10 years. We pride ourselves on developing talent from within and are actively looking for candidates who are interested in growing with us.

We are looking for a smart, organized, productive person to assist with our Marketing and Communications efforts. You do not need to have experience in the Architecture/Engineering/Construction field (though if you do it would be a plus), but you should have an interest in learning more about our industry. This position reports to the Marketing Director and works closely with the Marketing Manager, Graphics Manager, and the senior leadership of the firm in a multi-tasking, deadline-driven environment. You will have the potential to take on a wide range of roles and responsibilities depending on your skills and interests. We hope to find someone who is well organized, creative, adaptable, and eager to learn new things.

Job duties include but are not limited to:

- Coordination/preparation of Proposals & Qualifications packages
- RFQ/RFP lead tracking and market research for business development
- Draft written content for project descriptions, resumes, award submittals, PR/publicity, and website
- Social media management: Instagram, Twitter, Facebook, LinkedIn
- Database maintenance: contacts, project data, and business development activities
- Management of Marketing file structure
- General marketing support to Marketing Director and Marketing Manager
- Event planning assistance (marketing/BD events, conferences and tradeshow, annual holiday party, etc.)
- Miscellaneous admin support as required: backup receptionist coverage, office support tasks, setup/cleanup of internal office events

Ideal candidate has minimum BA/BS degree in Marketing, Communications or Business, 1-3 years' experience in related job or internship, is highly organized, self-motivated, has social media management experience and excellent written and verbal communication skills. Must be proficient in the MS Office Suite with (ideally) some familiarity with Adobe InDesign.

This is a full-time position with benefits. Compensation is negotiable based on experience and skills. Benefits include 9 paid holidays; vacation and sick leave; medical, dental, and vision insurance; long-term disability and life insurance; flexible spending account; transit reimbursement; professional development support; and 401(K) plan.

Submit your cover letter and resume **in a single PDF attachment** by e-mail. In your cover letter, please tell us the most important thing you've done in the last two years that you think we should know about. No phone calls, please.

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