

## **GWWO Seeks Temporary Marketing Assistant**

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GWWO Architects seeks a marketing assistant to support a variety of marketing, business development, and promotional activities from mid-July through October 2019. The position may also involve other administrative tasks in support of office operations.

Responsibilities may include:

- Development, proofreading, editing, and production of proposal and promotional materials
- Preparation and development of presentation materials
- Assistance in the firm's digital marketing endeavors (social media, website, email marketing)
- Internet research to facilitate marketing and business development efforts
- Other administrative activities: answering phones, database management, binding, etc.

Desired qualifications:

- 0-3 years of experience
- Degree in marketing, communications, public relations, journalism, writing, or related field
- Excellent writing, editing, and proofreading skills
- Superior organization and attention to detail
- Strong internet research skills
- Willingness to pitch in and help out with a variety of efforts
- Proficiency in Adobe InDesign and Microsoft Office applications

Please send cover letter and resume to [careers@gwwoinc.com](mailto:careers@gwwoinc.com). The position is intended to be full-time, but we may consider a reduced schedule for the right candidate. Please indicate your availability in your cover letter.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

### **About GWWO:**

GWWO specializes in the design of cultural and educational facilities with emphasis on responsible design that is inspirational, evocative, and progressive. The firm employs 57 and is located in the historic Stieff Silver building in Baltimore's Hampden neighborhood. We have a very low staff turnover rate and have been named a Best Place to Work based on employee feedback in several recent publications. GWWO is an equal opportunity employer.