

GWWO Seeks Marketing Coordinator

GWWO Architects seeks a Marketing Coordinator to join our team and contribute to the firm's continued growth and success in our cultural and educational markets. The ideal candidate will be an enthusiastic, detail-minded team player who thrives in a fast-paced work environment and enjoys collaborating with colleagues across all levels.

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
- Maintenance of marketing materials and CRM database
- Other administrative activities: answering phones, printing and binding, meeting scheduling, conference and travel arrangements, 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
- Proficiency in Adobe InDesign and Microsoft Office applications
- Strong knowledge of social media platforms (Facebook, LinkedIn, and Instagram)
- Superior organization and attention to detail
- Strong internet research skills
- Willingness to learn, pitch in, and help out with a variety of efforts
- Self-motivator with initiative to look for and tackle the "next steps" in projects
- Physical requirements: Visual review of documents, typing, traversing construction sites on foot, and driving

Please send cover letter, resume, and writing samples to careers@gwwoinc.com. Explain in your cover letter how your experience and/or coursework relate to the qualifications and responsibilities described above.

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 62 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.

Benefits currently offered by GWWO include a 401(k) plan, profit sharing plan, medical insurance, pre-tax medical and child-care reimbursement plans, paid professional organization memberships and professional development opportunities, in-house educational seminars, free parking, generous vacation and absence policy, and thirteen paid holidays (including a week off between Christmas and New Year's). GWWO is an equal opportunity employer.