

Job Description

Communications Coordinator

Allied Works

Location: Portland, New York, or Remote

Allied Works is seeking a creative, motivated and highly collaborative individual to join the team as a Communications Coordinator. You will work under the direction of the firm's leadership to write and produce content including portfolios, proposals, presentations, awards and other collateral. The role requires that you are highly organized and have incredible attention to detail and a very positive attitude. To qualify, you should have experience managing your own projects as well as working as part of a team in a deadline-driven environment. Foremost, a passion for design is critical.

You'll work closely with Principals and staff throughout the firm and they will rely on you to meet the demands of a fast-paced design firm as you assist with marketing, business development and public relations initiatives. There is an abundant opportunity for career growth for individuals who exhibit initiative and contribute to our success.

Ideal Candidate:

- 3-5 years of relevant experience working in a creative agency or design studio
- Ability to multitask, meet deadlines, and work collaboratively in a remote environment
- Strong graphic sensibility
- Exceptional storytelling skills and a proven ability to communicate visually
- Excellent interpersonal skills, efficiency, and maintaining focus and composure while working on multiple deadlines
- Proven experience managing and coordinating data and content from multiple sources, keeping it well organized and being the go-to source for updates
- Strong outreach skills – you will be in contact with various sources, requesting information, undertaking basic research and compiling content into usable forms
- Comfortable taking initiative and exhibiting a positive, approachable attitude
- Prior design or architecture firm experience is a plus, but not a requirement
- Bachelor's Degree in English, Marketing, Communications, Architecture or related field
- Experience with Adobe Suite (especially InDesign) is imperative and experience with Microsoft Office, Apple and G-Suite applications, file sharing and print production are a plus

This is an exciting opportunity for a motivated self-starter looking for a dynamic, challenging and rewarding role. To apply, please send your resume and a brief cover letter to jobs@alliedworks.com and include Communications Coordinator in the subject line. Work samples and references will be required of all shortlisted candidates.

About Allied Works

Allied Works was established to engage artists, builders, and thinkers in a collective pursuit of new expression. We are a community of makers, friends and peers that share a passion for design, and equally, the advancement of our social and environmental well-being. We are united by an ethic of boundless curiosity and uncommon commitment to creating beautiful, moving, and meaningful work.

We invite you to review our work at the following locations:

Website: alliedworks.com // Twitter: [@alliedworks](https://twitter.com/alliedworks) // Instagram: [@allied_works](https://www.instagram.com/allied_works)

Other details:

- Position available immediately following interview and selection process
- Candidates must be a US citizen or hold a US work visa and must be authorized to work in the US
- Fluency in English, both written and spoken, is required
- Competitive salary, 401K plan, medical, dental and PTO benefits provided
- Allied Works is an equal opportunity employer