



Job Title: **MARKETING COMMUNICATIONS SPECIALIST**

Reports To: Designated Supervisor, Partners

Classification: At-will; Non-Exempt

ABOUT AO:

WE are better together.

Here at AO you're not just a number, you're family. We believe in casual Fridays, company sponsored events, annual holiday parties, picnics, bowling and more. As the host of Toastmasters International, we seek to expand one's confidence in public speaking, leadership and teamwork while providing both professional and personal growth. With collaborative work spaces and driven coworkers AO welcomes creativity, learning, and lasting relationships.

AO is a relationship-focused, design-driven architectural services firm helping clients create places where people and business flourish. We offer an enriching, collaborative, and fast-paced work environment. We are seeking a creative, strategic thinker with a background in Marketing and Communications.

Do you think big? Do you enjoy setting goals and executing plans to achieve them? Are you good at taking ideas and making them better? Are you an organized multi-tasker? If so, we invite you to connect!

The Role: The Marketing Communications Specialist will work under the Director of Marketing and perform various marketing and communications functions related to the daily operations of the department and firm, including but not limited to the following:

- Create and Manage the Marketing Arsenal
 - Develop and maintain project sheets and information
 - Create and design marketing collateral
 - Manage marketing assets including photography, write-ups, awards, etc.
 - Maintain an organized Marketing Directory and filing system
- Coordinate Proposals, RFPs, and SOQs
 - Assist in responding to requests for information and proposals
 - Design and layout proposal content using established templates
 - Draft written responses
- Gather and Develop Content for Internal & External Communication
 - Assemble marketing collateral, materials, and brochures
 - Maintain project milestones calendar
 - Coordinate and develop social media content and calendar
 - Gather and develop project information
- Effectively Communicate with AO Staff and Network
 - Develop and maintain AO Intranet
 - Assist with website maintenance



- Coordinate email blasts
 - Execute key messages via social media networks
- Coordinate Client and Public Relations Activities
 - Assist in the creation and execution of articles, press releases, blog posts, etc.
 - Coordinate PR schedule
 - Assist with client and company events
- Coordinate and Uphold AO Corporate Brand Standards
 - Ensure quality control of all marketing materials
 - Work with AO team to execute standards cross-functionally through various departments

Your Qualifications:

- Bachelor's degree in communications, marketing, graphic design, or related field
- Minimum three years of marketing/communications experience
- Experience working within the AEC Industry a plus
- Highly Proficient in Adobe Creative Cloud Suite (CCS) and Microsoft Office Suite
- Knowledgeable in Social Media Management including Facebook, LinkedIn, Instagram, Twitter, etc.
- Experience using CRM systems and related applications

Your Skills:

- Strategic and creative thinker who can develop and execute ideas
- Excellent oral, written, and verbal skills in the English language; Mandarin or second language a plus
- Excellent organizational and communication skills
- Positive attitude and can-do personality
- Proactive self-starter with strong time management skills
- Proficiency creating layouts and graphics
- Dynamic team player

Duties and responsibilities may be added, deleted, modified or changed at any time at the company's discretion. Changes may be made formally, informally either verbally or in writing.

A NOTE FROM US:

At AO we are always on the lookout for exceptional talent looking to join our organization. While we are not always hiring, we do like to develop connections with talent and build relationships so that we are able to reach out directly to you when the time is right.

BENEFITS:

We offer all the benefits of a big firm, with all the human connection of a small one. You will never be a number at AO. Come join our community.

Partial list of benefits:

- Full Suite of Medical, Dental, Vision & Supplemental Insurance



- Ongoing Education and Exam Reimbursement
- Most Medical Plans fully paid for employee only coverage
- Company Paid Basic Life Insurance & Long Term Disability
- Health Savings and Flexible Spending Accounts
- 401k Retirement Savings Plan
- Opportunity for Overtime Compensation for Hourly Employees
- Paid Vacation, Holidays and Sick Time
- Flexible Schedule
- Rail Station one block from campus with participation in tax-benefited Metrolink rider program

HOW TO SUBMIT YOUR RESUME:

Please apply directly through our Website at www.aoarchitects.com

Or copy and paste the link below:

<https://www.paycomonline.net/v4/ats/web.php/jobs?clientkey=E03D692347E20995CF41277C3DF4D75A>