

Communications Coordinator

KoningEizenberg is a Santa Monica based team of architects, planners, and designers that actively engage social and physical context to make architecture that counts by amplifying opportunities hiding in plain sight. We are a collaborative team interested in growing our expertise and influence to shape sustainable neighborhood and community settings. We are looking for a motivated person to support the office in the preparation of marketing / business development materials and day-to-day management, working in tandem with project architects, principals, and associates. The position offers extensive mentorship in visual and written communication and exposure to architectural practice, with opportunities for growth.

Primary Responsibilities

Pursuits

- Assist leadership in tracking and pursuing leads
- Develop written & visual collateral for proposals and coordinate submissions (with leadership and consultants) with responsibility for production and timely delivery

PR

- Develop and manage the production of all branded collateral, both physically and digitally (brochures, mailers, quarterly e-blasts, website, social media, architecture platforms, etc.)
- Maintain an internal CRM database incl. project, personnel, and marketing campaign information
- Coordination of all photography for office
- Develop written & visual collateral (submissions, banners, leave-behind brochures)
- Calendar annual conferences, events, and awards deadlines
- Arrange travel, speaking engagements, exhibit coordination, etc as needed

Office Events & Culture

- Organize special events (celebrations, team building, learning opportunities, site visits)
- Ensure day-to-day upkeep of shared spaces, supplies, and tech with identified contractors
- Manage coordination and catering for staff meetings, lunches, and events

Qualifications/Expectations

- Degree in architecture, design, marketing, communications, or a related field
- Demonstrated knowledge and experience in the writing, design, and execution of marketing materials, preferably in the A/E/C industry
- Preferred proficiency in Adobe Creative Suite (InDesign, Photoshop, and Illustrator), MS Office (PowerPoint, Word, and Excel), and G Suite (gmail, google docs, google sheets)
- Ability to manage multiple deadlines, calendars, and tasks

Submission Requirements

- Please email resume, portfolio, and writing samples to info@kearch.com and make sure the subject line reads "Communications Coordinator Position"

Role

Start Date: Immediate start

Salary: Negotiated based on experience; \$55K-\$70K

Work Week: Full-time (in office, partial hybrid negotiable after 6 months)

Benefits: Healthcare and dental insurance, 401k, Safe Harbor and potential profit sharing, Every other Friday off

Direct Report: Rayne Laborde Ruiz, Associate & Marketing/Business Development Lead