



## MARKETING AND COMMUNICATIONS SPECIALIST

AP+I Design is looking for a Marketing Coordinator to play a pivotal role and join our Marketing Team in our Mountain View, California studio.

AP+I is a woman-owned architectural, planning, interior design, and environmental graphic design firm. We are passionate, client-focused and collaborative. Joining our team requires the ability to put our clients' interests first by developing innovative design concepts and custom solutions tailored to each project.

We partner with our clients to bring their brand, culture, and vision to life in a holistic way. We are a supportive family that works together to get the job done (and has fun doing it!). We value great attitudes, flexibility, and a thoughtful approach to design. Our Zero Net Energy building embodies our environmental responsibility by creating a workspace that enhances wellbeing with minimal environmental impact.

The ideal candidate for this position has a passion for supporting high quality design and has a positive, collaborative work style. If you are creative and detail-oriented, we would love to talk to you!

### Responsibilities:

- Proposal package coordination and preparation.
- Collaborate with internal teams and with consultants in proposal package preparation.
- Maintain all marketing collateral + templates.
- Maintain database and project statistics.
- Coordinate photo shoots – work with the photographer, the internal team, and potential partners.
- Support the graphics team for AP+I branding.
- Coordinate job postings for new prospective employees.
- Coordinate Interview preparation and maintain interview collateral + templates.
- Learn AP+I portfolio and current work to feature the strongest work.
- Maintain Social Media calendar postings and collaborate with team for content and look.
- Maintain and update website content as needed.

### Minimum Qualifications:

- A bachelor's degree in Marketing, Communications, Visual Communication, English, or Journalism.
- 2 years (minimum) professional experience in a marketing or similar role in the A/E industry.
- The ability to listen and work collaboratively with team members from various creative disciplines.
- Understanding of architectural industry, related consultants, and key stakeholder roles.
- Strong organization and time management skills to meet established deadlines.
- Strong communication and presentation skills.
- Excellent computer skills. (Adobe InDesign is a must, Illustrator and Photoshop are a plus.)
- Self-motivated and current on market trends and research as it relates to AP+I Design's client base.

### How to Apply:

This is a full-time position with a complete benefits package. Compensation is based on skills and experience. Please send resume and samples of marketing collateral you have been responsible for (10 MB max) to [careers@apidesign.com](mailto:careers@apidesign.com). AP+I's office is currently work from home due to COVID restrictions, with a return-to-work plan starting part time in July.

AP+I Design is an Equal Opportunity Employer.

Applicants must be eligible to work in the United States.

AP+I DESIGN, INC.

Architecture + Planning + Interior Design

650.254.1444 + 117 Easy Street, Mountain View, CA 94043 + [www.apidesign.com](http://www.apidesign.com)