



Marketing Coordinator

Join the a+ team!

We are looking for an experienced Marketing Coordinator to join our team in our historic downtown office in Troy, New York along the banks of the beautiful Hudson River. This full-time, in-office position puts you at the center of our marketing efforts. The successful candidate will support our marketing pursuits, maintain our marketing materials and datasets, and support all external marketing activities.

Responsibilities of the Role

- Support the Director of Marketing.
- Assist with daily review of industry resources for potential project leads.
- Collaborate closely with Principals and other design professionals in our efforts to secure new work.
- Review all Requests for Qualifications/Proposals and coordinate materials for timely, compliant responses.
- Solicit and manage subconsultants' content for marketing responses.
- Transition project information for successful project pursuits to Finance.
- Maintain comprehensive records of projects, organizing key data in our CRM, Vantagepoint.
- Coordinate and prepare materials for conferences, presentations, and special events.
- Manage and organize digital photography and images used in our marketing efforts.
- Manage and update staff resumes to ensure they're always submission-ready.
- Create engaging new project sheets that bring our portfolio to life.
- Develop and publish regular social media content to showcase projects, highlight special activities, and news of the business.
- Assist with coordinating internal and external communication and branding.
- Manage website content and updates with new projects, staff, and news.
- Manage sponsorships, ads, and charitable contributions.

Requirements

- Bachelor's degree in business administration, marketing or graphic design.
- Three (3) years of experience as a marketing coordinator, or similar role.
- Be a self-motivated, strong team player who is highly proactive and detail oriented.
- Have excellent communication (both verbal and written), organizational, and problem-solving skills.
- Be reliable and flexible with unanticipated deadlines.

About Us | What do we offer?

Established in 1984, architecture+ is one of Upstate New York's most respected firms with a local, national, and international presence. We have attained this status through exemplary service to our clients and conscious choices that inspire us to create award-winning, innovative designs.

Our staff is passionate about performing their best to fulfill our clients' goals. They are skilled in a wide range of services beyond traditional architectural practice, including feasibility studies, master planning, programming, space planning, interior design, site design, landscape design, and historic preservation.

architecture+ is nationally and internationally known for our **mental health design** expertise with our work extending across the United State and Canada. Our other major focus markets we serve are:

- **Healthcare:** Hospitals, elder care facilities, skilled nursing facilities, medical and dental clinics, medical offices buildings, and addiction treatment centers.
- **Higher Education:** Classrooms, administrative offices, laboratories, visual and performing arts, and residence life facilities.
- **Community:** Art centers, libraries, houses of worship, daycare centers, and hospitality facilities.
- **Housing:** Student residences, affordable, senior, and mixed-use.

architecture+

LOMONACO & PITTS, ARCHITECTS P.C.

297 River Street, Troy, NY 12180
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PRINCIPALS

Francis Murdock Pitts FAIA FACHA OAA
J. Michael Bergen AIA OAA
Brian Barker AIA LEED AP BD+C
Sara Wengert AIA ASID
Mary Kate Young AIA

Valerie Bok AIA LEED AP BD+C
Arien Cartrette AIA
Emily Kohout AIA LEED AP

ASSOCIATES

Felix Lomonaco AIA
Jennifer Snyder
Casey Crossley AIA LEED AP
Stephen Kevin AIA
Angela Doane CID IIDA



At architecture+, we foster balance by allowing our staff the freedom to transcend expected roles. We offer an open, collegial environment based on collaboration, respect, and accountability and support work-life balance through minimal overtime and flexible hours. The results are a strong, rewarding, and cohesive work atmosphere.

architecture+ is proud to be named:

- Ranked #1 Largest Architecture Firm in the Capital Region | Albany Business Review 2023 and 2024
- Best Places to Work, 13 times | Albany Business Review
- Top Workplace, 3 times | Times Union Newspaper
- Top Small Employer | Times Union Newspaper

These awards recognize our positive work environment to attract and retain employees through a combination of benefits, atmosphere, and company culture.

Salary and Benefit Summary

Compensation Range: \$32.00 to \$34.00 per hour, depending on qualifications and relevant experience. As a non-exempt position, this position is eligible for overtime compensation.

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| • Competitive compensation package | • Aflac Supplemental (100% premium paid by employee) |
| • Bonus Opportunities | • Pet Insurance (100% premium paid by employee) |
| • 401(k) match and 401(k) Profit Sharing | • Vacation, Holiday, Sick, & Personal time |
| • Health, Dental & Vision Insurance (65% of premium paid by firm) | • Creative & flexible workplace |
| • Flexible Spending Plan & Health Savings Plan | • Professional Development Allowance |
| • Employee Assistance Program (EAP) | • Community volunteer activities |
| • Enhanced Short-Term Disability (100% of premium paid by firm) | • Social events |
| • Long-Term Disability (100% of premium paid by firm) | • Parking (100% firm paid) |
| • Life Insurance (100% of premium paid by firm) | |

If you are interested, please submit a letter of interest, resume, and selective portfolio for consideration to jobs@aplususa.com.

We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to age, race, creed, color, sincerely held practice of religion, sex, sexual orientation, gender identity or expression, pregnancy, marital or familial status, national origin, ancestry, predisposing genetic characteristics, disability, status as a victim of domestic violence, military status or any other protected class under federal, state, or local law.