

Position Title: Marketing Coordinator

Wisnewski Blair & Associates (WBA), an architecture and interior design firm in Alexandria, VA, is currently seeking a full-time Marketing Coordinator.

Duties include:

- Preparing proposals, qualifications packages, presentations, award and list submissions
- Managing our database of projects, resumes, boilerplate copy and materials
- Tracking proposals
- Tracking industry news, trends and events
- Assist with website maintenance and newsletter development

In addition, this person will work closely with the Director of Marketing on a variety of projects including event planning for our annual Oktoberfest party and coordinating the firm's participation in local industry events. The candidate will also assist with public relations and advertising activities, photo shoots, and more.

The ideal candidate will possess:

- BA degree in Communications, Marketing or related field
- Minimum 3 years marketing experience for a professional services firm
- Experience preparing SF-330s
- Strong analytical, writing, organizational and communications skills
- Experience generating reports and maintaining project databases with Deltek Vision
- Exceptional attention to detail and strong design sensibility
- Knowledge of MS Office Suite, Adobe InDesign, QuarkXPress, Adobe Photoshop and other graphics programs desirable
- Ability to work independently and collaboratively

Benefits include but are not limited to:

- ❖ Competitive Salary
- ❖ Excellent Healthcare Benefits (medical, dental, vision, prescription, long term disability, life and employee assistance program)
- ❖ 401(k) Retirement Program
- ❖ Authorized Time Off including Paid Holidays, Vacation and Personal Leave
- ❖ Professional Development Program
- ❖ Partial Health Club Reimbursement
- ❖ Garage Parking/Transportation Allowance
- ❖ Free Shuttle to and from Braddock Road Metro

Qualified candidates should send cover letter with salary requirements and resume to Marketing@wba-arch.com.

WBA is an Equal Opportunity Employer M/F/D/V. Visit us at www.wba-arch.com.