

Surface 678, P.A.
215 Morris Street, Suite 150
Durham, NC 27701
www.surface678.com
p: 919-419-1199
f : 919-419-1669



Marketing Coordinator

Surface 678, a landscape architecture studio located in vibrant downtown Durham, NC, has an opening for a Marketing Coordinator. We are looking for self-starting individuals who share our attitudes about creating great work in a collaborative environment.

Description

This position is a broad-based role, with core responsibilities of coordinating the firm's external communications:

- Strategizing, editing and coordinating information needs for RFQ/P responses and related marketing materials
- Organizing related project information
- Writing, editing and coordinating information for awards, press releases, publications, and related marketing requests
- Updating the firm's website
- Coordinating the firm's social media presence

Skills & Experience

The ideal candidate will have a minimum of two to three years of communications/writing experience. Surface seeks a committed, self-motivated, organized and detail-oriented individual who anticipates issues and thrives on creative, independent problem solving within a deadline-driven (quick-paced) environment.

Qualifications

- Bachelor's degree (BA or BS) in Marketing, Communications, Journalism, Business or similar degree
- Proficiency in Adobe Creative Suite, Word, PowerPoint and Excel
- Strong spirit of teamwork and outstanding collaborative interpersonal skills
- Strong technical writing and editing skills
- Data organizing skills
- Self-starter, multi-tasker, organized and detail-oriented
- CRM experience a plus
- Possesses a sense of urgency to meet deadlines, works well under pressure
- Familiarity with social media as it pertains to business communications

Surface 678, PA provides a competitive salary and benefits:

- 401K Retirement Program
- Health/Dental/Vision
- Paid Time Off
- Paid Holidays
- Flex Time

To apply:

Send resume, writing samples, and letter of interest by email to modom@surface678.com. No phone calls, please.

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