

## **Marketing Coordinator**

LaBella Associates is one of the fastest growing architectural/engineering firms in Rochester, NY. We are looking to add an organized, "take charge" Marketing Coordinator, experienced in managing and preparing proposals/qualifications, including SF254/255/330s, and presentations. The successful candidate must have excellent writing and editing skills as well as keen attention to detail. Responsibilities include writing, editing and production of proposals and other marketing collateral materials; providing presentation support for project interviews; preparing industry award submittals; coordinating tradeshow and events; conducting market research and maintaining databases for direct mail.

Requirements include a college degree preferably in English or liberal arts and 3+ years of similar experience in the architecture/engineering/planning/construction environment. A strong working knowledge of MS Word, Excel and PowerPoint is a must and experience in graphic layout software i.e. Photoshop, Quark, InDesign, Illustrator is desirable.

Qualified candidates should be able to manage multiple assignments under deadline pressure and, when necessary to meet deadlines, be willing to work overtime. Must be self-motivated, team-oriented, with excellent organizational skills and a demonstrated ability to organize large proposal efforts. Resumes should be accompanied by a cover letter demonstrating how your past experience qualifies you for this position. Your cover letter will be evaluated as a sample of your writing ability. All inquiries will be kept confidential.

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