



Marketing Assistant

Welcome to RTA Architects, a team made up of seasoned leadership, visionary architects, and dedicated support staff. Since our founding in 1975, RTA Architects has created award-winning architectural and interior designs for the Colorado built environment. We specialize in healthcare, education, and community projects, delivering beautiful functional buildings that serve the unique needs of their users and owners.

In your new position as part of the firm's Marketing team in beautiful downtown Colorado Springs, your role will be fast-paced, multi-faceted, and highly engaging. Your week will include creating proposals and qualifications packages where you'll be the "air traffic controller", gathering the necessary background from colleagues, editing and proofreading content, and designing and producing the final submittals. You will also find yourself creating PowerPoint presentations and producing leave-behinds for interviews and client meetings. And during all this, you will obsess about the details to assure that your work is error-free and that deadlines are met.

Other ongoing activities that will fill your days include keeping the website engaging and current, managing our social media channels, and tracking analytics. Finally, you'll provide key support to our administrative team, particularly helping to back up front desk reception.

Our culture is open, collaborative, and collegial. You'll interact with many teammates, so you must be a dynamic multi-tasker who can determine and manage priorities to meet deadlines.

We have a passion for serving our community and provide numerous volunteer opportunities. We also support each team member's ongoing professional development and offer an annual continuing education allowance.

Specifically, the Marketing Assistant will:

1. Lead proposal and presentation development and graphic design projects:
 - ✓ Identify requirements and deadlines for and produce proposals and qualifications packages
 - ✓ Design and produce brochures, flyers, award submittals, and client presentations
 - ✓ Maintain and update content library and project imagery files
 - ✓ Proofread all materials to ensure they are error-free
2. Manage digital marketing efforts:
 - ✓ Create and update website content
 - ✓ Lead and implement social media messaging
 - ✓ Track analytics for both
3. Assist with general administrative tasks:
 - ✓ Track project data
 - ✓ Serve as primary back-up for front desk reception



- ✓ Assist Principals and the Marketing Manager with any task as requested

Qualified applicants must have the following qualifications:

- ✓ Bachelor's degree in Marketing, Communications, Graphic Design, or equivalent experience.
- ✓ 2+ years of experience in a Marketing role. Experience in construction, engineering, architecture, or other professional services preferred.
- ✓ 1+ year of digital marketing experience, including updating web pages with a content management system and social media management.
- ✓ Proficiency with InDesign and Microsoft Office, and experience with Illustrator and Photoshop.
- ✓ Graphic design experience.
- ✓ Exceptional communication and rapport-building skills.
- ✓ Ability to produce high-quality work in a very fast-paced deadline-driven environment.
- ✓ Excellent writing and proofreading skills.
- ✓ The ability to work independently.
- ✓ A heart for service, a proactive dynamic attitude, and a collaborative mindset.

If this level of challenge excites you, please send your resume, a tailored cover letter, samples of graphic design work, and writing examples to employment@rtaarchitects.com with "Marketing Assistant Position" in the subject line. Hourly rate dependent on experience, and we offer a competitive benefits package and professional development opportunities. Some daytime local travel is required. Work hours are 8:00 am – 5:00 pm, Monday through Friday (alternate hours are not available for this position). No phone calls please.

For more information about RTA, please visit our website at www.rtaarchitects.com. RTA is Equal Employment Opportunity (EEO) employer.