

PHILPOTTS INTERIORS

MARKETING COORDINATOR

Philpotts Interiors is a Hawaii-based interior design firm with an exciting portfolio of projects ranging from high-end residential, hospitality, commercial/office to healthcare facilities. We are seeking an experienced Marketing Coordinator to help us grow and expand our client base while elevating our established brand. Candidates should have the following skillset:

Proposal and Presentation Coordination and Production

- Review proposal requirements and develop outline with appointed Partner
- Develop production schedules based on the response dates and materials needed
- Schedule a kick-off meeting and assign work tasks as required to the project team
- Design proposals in alignment with Philpotts established templates, brand standards and established response strategies and issue drafts for review
- Schedule and attend presentation run-throughs, editing materials as needed.
- Coordinate interview logistics: materials, leave-behinds, equipment, etc.

General Marketing

- Develop and maintain marketing collateral including but not limited to: resumes, project booklets, references, etc.
- Produce general firm portfolios and brochures as needed
- Manage all items related to website
- Manage Social Media Channels including: Instagram, Facebook, Houzz
- Create and manage marketing budgets

Communications and Public Relations

- Write project-related materials and award submittals including project descriptions, resume bios, web postings, as well as narratives and information required for award submittals
- Coordinate written content and other necessary and come up with ideas for potential press opportunities
- Manage firm sponsorships, contributions, and event coordination
- Develop advertisements and other graphics to help promote the firm

Essential Skills/Attributes

Candidates should have 2-5 years relevant experience (AEC industry related is a plus), an Associate's or Bachelor's degree, and proficiency in Adobe InDesign, Photoshop, Illustrator, and Microsoft Office. The candidate must be extremely organized and

demonstrate attention to detail and accuracy. Excellent writing and editing skills are required. This is a fast-paced work environment, so the candidate must be proactive and have the ability to handle multiple tasks simultaneously and manage their time accordingly. A successful candidate will be a creative thinker, while keeping within brand guidelines, who excels at working as part of a team and has a positive attitude.

Please submit writing samples when applying.

Perform Other Duties as Assigned

The above constitutes a general description of the Marketing Coordinator job duties as of the publication date. Philpotts Interiors reserves the right to alter job duties and assignments and to assign additional and/or alternative duties from time to time in its sole discretion.

Employment Status: Full-time or Part-time