



INDIGENOUS DESIGN STUDIO + ARCHITECTURE

JOIN OUR TEAM!

WE ARE SEEKING A
MARKETING & PROJECT DEVELOPMENT COORDINATOR

Position: Marketing and Project Development Coordinator

About our Firm: Indigenous Design Studio + Architecture (IDS+A) was founded in 2012 and is 100% Native Woman owned. Indigenous Design Studio provides unique, sustainable and innovative designs, with a focus on Native American Tribes. At IDS+A we work on an exciting range of architectural and planning projects with opportunities for growth and innovation. Our market sectors include commercial office (mixed-use), single and multifamily residential, government and interiors projects. Our primary disciplines include Architecture, Project Management, Building Research, Interior Design and Master Planning. We offer a competitive compensation package with medical benefits, matching employer sponsored retirement plan, performance bonuses and flexible work schedules. IDS+A has a supportive work environment which promotes personal and professional growth.

About the Position: IDS+A is looking for a full-time Marketing and Project Development Coordinator who is ready to join our collaborative studio environment. We are looking for a talented individual who can take the lead, but also be a team player. The Marketing and Project Development Coordinator is responsible for three substantial areas: business development, project pursuits, and elevating our presence as a leader in the Native and non-Native Architecture community. The position directly influences the firm's operation and overall success. Effective communication, accountability, dedication, and a strong commitment is essential. Experience with tribal, community projects is preferred as our projects involve skill in project coordination and working closely with native communities.

Duties and Responsibilities:

- Produce, coordinate and maintain Statement of Qualifications in response to Request for Qualifications and Request for Proposals across multiple market sectors
- Coordinating with leadership, design, and consultant teams to develop and produce proposal and qualification packages
- Design of display boards, advertisements, email announcements, and invitations
- Create and update marketing materials, such as brochures, advertisements, presentations, award submittals, resumes, and various lists
- Managing multiple projects from concept to completion
- Content Management / Creation to maintain a library of high-quality creative materials needed to deliver consistent messaging
- Coordinating with leadership, and design teams to develop creative content for boilerplate material, project portfolios and team quals (across digital and print collateral)
- Supporting the firm's photography by coordinating shoots, selecting images and reformatting creative for various channels
- Design Marketing and Business Development graphics (displays, boards, advertisements, invitations, etc.)
- Digital Marketing/Social Media (building brand recognition in the digital space)

- Maintaining a social media posting schedule to help personalize the IDS+A "brand," build recognition in the digital space, and share key messaging with industry partners and peers
- Marketing – Direct Mail, Email, Social Media (Facebook and Instagram).
- Website/Social Media updates
- Public Relations, including attending networking events and conferences

Technical Requirements

- Adobe Creative Suite (InDesign, Illustrator and Photoshop, etc)
- Microsoft Office Suite (PowerPoint, Word, Excel, Outlook, etc.)

Education and Experience Requirements

- Minimum Bachelor's degree in business administration, marketing, communications, journalism, graphic design or related field or a relevant combination of experience, education, and training
- Minimum 2 years' experience in business management, marketing and/or sales

Other Skills / Competencies / Requirements

- Travel required up to 25%
- Valid drivers license
- Architectural/Engineering/Construction Industry preferred
- Flexible schedule to accommodate deadlines
- Writing, proofreading, editing and communications skills
- Ability to handle multiple deadlines
- Familiarity with RFPs and SOQs
- Organization, time management, and scheduling skills

***** Send a resume when applying *****

Tamarah Begay, Principal-in Charge/President

www.ids-a.com

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