



<u>Position</u>	Marketing and Graphics Coordinator
<u>Type</u>	Full-time, Salary
<u>Reports to</u>	Graphic Designer and Director of Business Development
<u>Primary Location</u>	Cleveland, Ohio

Position Summary

Bostwick Design Partnership is seeking a Marketing and Graphics Coordinator. The successful candidate will create graphic marketing proposals. This position will collaborate with internal teams, and work directly with Partners, to tell our story to clients. This position involves all aspects of the marketing process in a fast-paced, stimulating environment.

Responsibilities

- Design graphic proposals and presentations that are visually engaging, tell a compelling story, and comply with requests.
 - Coordinate with subconsultants to incorporate their materials into the submission.
 - Collaborate with team, including Partners, on content creation and on-time delivery.
 - Maintain scheduling and tracking systems for individual pursuits and proposal elements.
 - Manage multiple tasks and deadlines under pressure.
- Maintain systems and CRM to extract, categorize, and retrieve information related to clients, consultants, personnel, projects, prior proposals, boilerplate text, visuals, and mailing lists.
- Manage and post on Social Media accounts including LinkedIn, Instagram, and Facebook.
- Participate in business development and marketing activities, including client presentations.

Qualifications and Skills

- 1-3 years of experience.
- Degree in graphic design, marketing, communications, business, English, architecture, or related field.
- Writing/editing skills preferred.
- Knowledge of business, CRM, digital, and graphic design software.
- A/E/C industry experience preferred but not required.

Compensation and Benefits

Competitive salary and discretionary, performance-based bonuses.

Benefits include health, dental, and vision insurance, 401(k) with employer contribution, and paid time off.

Equal Employment Opportunity Statement

Bostwick Design Partnership is an Equal Opportunity Employer that does not discriminate on the basis of race, sex, age, religion, disability, national origin, or socioeconomic class.

Company Overview

Bostwick Design Partnership is an architectural and interior design firm with offices in Cleveland, OH; Erie, PA; Pittsburgh, PA; and Miami, FL. Learn more about us at www.bostwickdesign.com.

Interested candidates should submit a resume and portfolio to Sara Craemer, Director of Business Development craemers@bostwickdesign.com and Holly Denny, Graphic Designer dennyh@bostwickdesign.com.