



JOB ADVERTISEMENT
2024

Marketing Coordinator

Inviting a marketing and graphic design enthusiast with communication and people skills to join our thriving team!

Join us as we cultivate relationships, design inspiring places, and enrich communities. BOUDREAUX is looking for an energetic individual to be part of our team.

Contributing in a variety of ways, you will work directly with firm leadership to create powerful designs and meaningful content for social media, proposals, interviews, public relations, award submissions, marketing collateral and more. Acting as brand ambassador, you will help ensure our public image is always in line with our mission.

Primary Responsibilities:

Support the Marketing Team in daily administrative tasks

Assist in planning firm events and activities

Prepare and help coordinate social media content using Photoshop and content management software

Prepare and help coordinate proposals and reports using InDesign

Prepare and help coordinate presentations/interviews in PowerPoint

Develop and disseminate press releases

Qualifications:

Graphic design ability to produce high quality print materials and digital designs

Writing / editing skills

Attention to detail

Adobe Creative Suite skills - InDesign, Photoshop

PowerPoint skills

Time management skills

Understanding of social media best practices

Proficiency in Word, Excel

Willingness to learn, grow, and champion BOUDREAUX culture

BOUDREAUX has a distinguished history in higher education, faith-based, workplace, and local government projects and is in its second generation of firm leadership with an energized team. We are a woman-led business located in vibrant urban settings.

We are seeking a talented professional to work in our Columbia Studio. If this is you, please submit resume, design portfolio, and references to our Marketing Director, Rachel John, at jointheteam@boudreauxgroup.com.

For more information about BOUDREAUX, visit www.boudreauxgroup.com.