

## Position Description

Title: Marketing Coordinator

Location: In-Person/ Columbia, SC

**Education/Experience Required:** In this role, you will help identify and implement strategies that support the firm's vision and mission through proposals, collateral and other materials. The ideal candidate will possess strong organizational and graphic design skills and the ability to work with multiple teams and project types simultaneously. 2-3 years Marketing experience.

**Reports to:** Marketing Director with close working relationship with firm Principals and Corporate Associates.

**Skills:** Intermediate/Advanced skills in Adobe Creative Suite (InDesign, Photoshop, Illustrator), Proficiency with Microsoft Suite (PowerPoint, Word, Excel), Strong organizational skills, Detail-oriented, Time management skills

## Responsibilities and Duties:

- Support the Marketing Team in daily administrative tasks
- Production of project award submittals and interview presentations consistent with brand
- Graphic design ability to produce high quality print materials and digital designs
- Prepare and help coordinate social media content using Photoshop and content management software
- Update website information, including blogs and press releases
- Write resumes, project descriptions, and other proposal components
- Work with technical staff to develop proposals and reports
- Assist in planning firm events and activities
- Marketing research

Above responsibilities and duties are not all inclusive. Position description is subject to modification as deemed necessary by management to meet changing needs of the company and profession.

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](mailto:jointheteam@boudreauxgroup.com).

For more information about BOUDREAUX, visit [www.boudreauxgroup.com](http://www.boudreauxgroup.com).