



JOB ADVERTISEMENT
2022

Marketing Associate & Office Management Support

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

Join us as we cultivate relationships, design inspiring places, and enrich communities. BOUDREAU 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 using InDesign
- Prepare and help coordinate presentations/interviews in PowerPoint
- Develop and disseminate press releases
- Office management support tasks

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 BOUDREAU culture

BOUDREAU has a distinguished history in education, faith based, workplace, and local government projects. We promote design thinking, research and exploration in everything we do. We offer competitive pay and benefits along with opportunities for professional growth.

Please submit your resume, design portfolio, and references for consideration to our Marketing Director, Rachel John, at jointheteam@boudreaugroup.com.

For more information about BOUDREAU, visit www.boudreaugroup.com.