



Marketing Coordinator

ABOUT US:

Jahn is an architectural practice that is not bound by the conventions of a typical design firm. As our studio constantly evolves, we embrace multiple expertise, passions, and interests. We come to the studio from different places, and perspectives, equipped with multiple talents, abilities, and backgrounds. We are diverse people working together under the same roof – and shared values. We believe this spirit is best achieved through an active studio environment that fosters exposure and inclusion to all projects in our Chicago office.

OVERALL OBJECTIVE:

Support office growth and visibility with implementation of marketing initiatives and strategic business development.

SUPERVISION:

Normally receives little instruction on day-to-day work; general instructions on new assignments. Can perform most job functions independently.

Primary responsibilities will include:

- Execution of strategic marketing and business development planning and implementation.
- Assist in the development of strategies for cultivating, researching, and obtaining client prospects based on the goals of the Marketing Plan.
- Take primary responsibility for sourcing and coordinating Requests for Qualifications and award submission assembly.
- Participate in industry networking events and professional organizations.
- Assemble, write and distribute external newsletters, press releases, e-blasts, and social media updates and makes sure they are coordinated between all platforms.
- Management of photo/image database, including headshots, project photography, image database, and coordinating video shoots.
- Create and develop graphics for digital marketing communications and collateral pieces, specifically brochures, proposals, invitations, posters, and event materials.
- Assist with content updates to the company website.

About You:

- Bachelor's degree required in marketing, communications, journalism, public relations, or graphic design.
- 3+ years of relatable specific experience in graphic design. Proposal development within the engineering, architecture, or construction industry strongly preferred.
- Must be a skilled graphic designer and storyteller capable of communicating complex concepts clearly and persuasively across diverse audiences.
- Must be a collaborative team partner, a good listener, and possess well-developed communication skills to effectively engage all levels of the Jahn team.



- Must be highly skilled in Microsoft Office, Adobe Creative Suites (InDesign, Photoshop, Illustrator, Premiere)
- Ability to manage several projects simultaneously and prioritize appropriately.
- Must demonstrate a strong attention to detail, strong work ethic and attitude of positivity.
- Must be professional, dependable, proactive, organized, self-motivated, and have strong time management skills.
- Confusion tolerance: comfort with ambiguity and the ability to adapt and change direction; flex as needed to accomplish the task as necessary.
- Ability to speak and listen.

Successful candidate traits:

Flexibility and Adaptability

- Adjusts to new or changing assignments, processes, and people.
- Demonstrates willingness to listen to other opinions.
- Provides examples of shifting from task to task.

Learning Oriented

- Shows readiness and ability to learn new concepts, processes, and tools.
- Uses mistakes, failures, and successes as data for future development.
- Makes use of publications, associations, and conferences in own professional specialty.

Communications

- Utilizes techniques to verify that a verbal message was received as intended.
- Uses language appropriate to audience.
- Listens without defensiveness or excessive self-reference.
- Produces written materials relevant to own work and department.
- Uses organization's guidelines for writing reports, correspondence, documentation, etc.
- Welcomes and uses feedback/editing assistance.

Problem Solving

- Identifies and documents specific problems and resolution alternatives.
- Helps to analyze risks and benefits of alternative approaches and obtain decision on resolution.
- Facilitates reconciliation rather than divisiveness among individuals.

Teamwork

- Actively participates in team meetings.
- Demonstrates open, friendly, accepting, and supportive behaviors with team members.
- Fulfills personal duties and responsibilities assigned by the team.

Interesting applicants should submit their resume and applicable portfolio to: careers@jahn.studio

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