

BERNARDON

ARCHITECTURE
INTERIOR DESIGN
LANDSCAPE ARCHITECTURE

Dream. Design. Succeed.

Established in 1973, Bernardon is an award-winning architecture, interior design, and landscape architecture firm. The people of Bernardon have a passion for delivering high quality design in a collaborative, imaginative, innovative, and enjoyable environment. Our offices are in the heart of great downtown and urban settings – Philadelphia, PA, West Chester, PA, and Wilmington, DE.

We are currently seeking a **Marketing and Graphics Coordinator** to join the Marketing Team in our West Chester office located in the heart of the borough where we never run out of places to go to eat, drink, or shop – not to mention all the community events to join in such as the annual Christmas parade where the hub of all the holiday activities happens right in front of our building. Also within walking distance to our office are many buildings where our talented team of design professionals have left their mark. These include the Chester County Justice Center, 44 West, the historic Courthouse (which we helped to renovate and restore and is next to our office), and Chestnut Square Apartments, to name few.

You will work with a dynamic group of people in a modern work environment and will help to tell the story of our fabulous people and projects! All this, plus we offer competitive compensation, robust benefits package, and opportunities to grow. This is an opportunity not to be missed!

Responsibilities – the stuff we trust you with

- Support the Marketing Director on the content and creation of Requests for Proposals (RFPs), Requests for Qualifications (RFQs), Statements of Qualifications (SOQ), client-specific presentations, and proposal letters
- Maintenance of database of leads and opportunities, working in conjunction with the Business Development team. This includes analyses and updates.
- Manage firm’s project imagery and graphics library, including creating and updating marketing materials
- Research and coordination of advertisement and sponsorship opportunities
- Develop graphics for use within the department, working collaboratively with team
- Vendor management of resources for branded items and marketing collateral
- Management and renewal of firm memberships and associated updates to firm information and identity graphics
- Back up to our Marketing and Communications Specialist
- Other duties as assigned

Behaviors – the just as important stuff

- **Proactive:** We come to our clients, managers, and meetings with solutions, not problems
- **Accountable:** We can give a satisfactory answer/reason for everything we do
- **Consistent:** Our actions are in pursuit of the common goal
- **Transparent:** We offer real and timely feedback
- **Supportive:** We provide one another assistance and encouragement and strive to make work fun



Key results – *the results we need*

1. Meet internal and external deadlines
2. Graphics that are eye catching
3. Collaborative work in the department and across the firm

Qualifications – *what you bring to the table and the stuff we can't do without*

- Bachelor's degree in marketing, graphic design, or relevant field
- 1-2 years in a marketing role within a similar industry a plus (A/E/C)
- Excellent Graphic design skills
- Proficient in Marketing software:
 - MS Office (Outlook, Microsoft Word, Excel, PowerPoint)
 - Adobe Creative Suite (Photoshop, InDesign)
 - Presentation software such as PowerPoint and Prezi
 - Email marketing programs such as Constant Contact
 - WordPress website platform
 - Video creation and editing tools (Adobe Premiere Pro)
 - Social Media tools and platforms, including the use of Hootsuite
- Knowledge of PC operating system
- Excellent written, communication, and interpersonal skills
- Proactive, self-motivated, well organized, a team player
- Good judgment, and good decision-making and problem-solving skills
 - An eye for design and detail
 - Take direction and respond with completed tasks
 - Organized and able to manage multiple priorities effectively.

Travel – *where you might go*

- Travel may be required in the region, based on the location of active projects and to each office to support the marketing efforts. This may occasionally occur outside of normal work hours.

Physical requirements – *how hard can it be?*

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets. Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.

Contact – *the person you will be teaming with*

Bernardon is an EOE. Send your letter and resume to Diana. Be sure to include anything that will help her understand why Bernardon should choose you as our newest team member where you can **Dream, Design,** and **Succeed.**

Diana Gonzalez, Marketing Director | Bernardon
dgonzalez@bernardon.com