

Job Description: MARKETING SPECIALIST/GRAPHIC DESIGNER - Jackson, Mississippi

Company Overview: CDFL Architects + Engineers is a well-established and innovative architecture and engineering firm with a rich history of creating exceptional built environments. Our multi-disciplinary team is committed to delivering thoughtful and sustainable design solutions that enrich communities and enhance the human experience. We are seeking a dynamic and motivated Marketing Specialist to join our team and contribute to our continued success and growth.

Position Overview: As a Marketing Specialist at CDFL Architects + Engineers, you will play a pivotal role in supporting our marketing efforts and contributing to the growth and visibility of our firm. Your creative mindset, attention to detail, and organizational skills will be crucial in assisting the marketing team to develop and execute strategic initiatives that strengthen our brand presence, drive engagement, and attract new business opportunities.

Key Responsibilities:

- Assist the Director of Business Development and Marketing
- Assist in preparing and proofreading proposals, presentations, and other client-facing documents to maintain a high level of quality, accuracy, and design.
- Assist in the development and execution of marketing campaigns, including digital, print, and social media channels.
- Collaborate with the marketing team to create compelling content, including written materials, graphics, images, and videos that effectively communicate the firm's capabilities and projects.
- Maintain and update marketing materials, such as brochures, presentations, and case studies, ensuring consistent branding and messaging.
- Assist in managing the firm's online presence, including website updates, blog posts, and social media platforms.
- Collaborate with cross-functional teams to gather information and insights for marketing initiatives.

Qualifications:

- Bachelor's degree in Marketing, Graphic Design, Communications, Business, or a related field.
- 1-2 years of relevant marketing experience, preferably in the architecture, engineering, or construction industry.
- Strong written and verbal communication skills, with an eye for detail and grammatical accuracy.
- Proficiency in Microsoft Office Suite, Adobe Creative Suite, and other relevant marketing software.
- Basic understanding of social media platforms and digital marketing strategies.
- Creative thinking and problem-solving skills to contribute fresh ideas and solutions.
- Ability to work collaboratively in a team environment and adapt to changing priorities.
- Excellent organizational and time management skills to manage multiple tasks and deadlines.
- Location: This position is based at our headquarters in Jackson, Mississippi.

Benefits:

- Employee health insurance
- 401(k) savings plan with employer contributions
- Optional Dental and Vision insurance at employee's expense
- Optional short-term and long-term disability insurance plans at employee's expense
- Pre-tax healthcare and dependent care savings plan
- Paid parental leave
- PTO and holidays
- Employee referral program
- Flexible schedule options

Application Process: Interested candidates are invited to submit their resume, cover letter, and a portfolio showcasing relevant marketing projects to cmyers@cdfi.com. Please include "Marketing Specialist Application - [Your Name]" in the subject line.

CDFL Architects and Engineers is an equal opportunity employer. We encourage applications from individuals of all backgrounds and experiences.

Note: This job description is intended to convey information essential to understanding the scope of the position and is not intended to be an exhaustive list of responsibilities, skills, efforts, duties, or working conditions associated with the role.