

January 18, 2018

## Marketing Coordinator

### LOCATION

Toronto, Ontario, Canada

Moriyama & Teshima Architects (MTA) is a team of architects, planners and designers collaborating with clients to build inspiring and enduring spaces that transform communities and reinforce civic identity. The office offers services in architecture, master planning and urban design, interior design and program development. MTA's extensive portfolio of Canadian and international projects covers museums and art galleries, university buildings, schools, corporate and government headquarters, recreational facilities, libraries, restoration and renovation projects, and urban/campus planning. With a long-standing core of design traditions that continue to define the practice, our studio is made up of individuals who reflect the cultural diversity that defines our global present: a combination of industry leaders and young designers working together to design and deliver exceptional projects.

Our headquarters are in Toronto, with a second office in Ottawa.

While our work is primarily focused in Canada, we also complete significant projects internationally, particularly in the Middle East.

Learn more at [www.mtarch.com](http://www.mtarch.com)

MTA is currently seeking an energetic and professional Marketing Coordinator to join our Toronto-based team! The Marketing Coordinator will play a key role in executing RFP pursuits and coordinating our marketing materials.

### DUTIES INCLUDE:

- Working closely with Partners and Director of Marketing to assist in development of Request for Proposals (RFP), including writing, editing and coordination of content with in-house staff and outside consultants.
- Maintaining/updating employee resumes, website, social media, and project/proposal database
- Contacting external consultants in order to obtain content for use in proposals, including timely follow up as needed
- Developing marketing and communications collateral, ensuring valid and accurate content for portfolio materials, brochures, award submissions, presentations, and PR materials
- Assisting with proposal layout and graphics

### QUALIFICATIONS INCLUDE:

- 2 + years in a similar role - previous experience in architectural firm strongly preferred
- Proficiency in MS Office Suite and Adobe Creative Suite with strong command of InDesign
- Self-starter who effectively meets deadlines and works well under pressure
- Ability to work with minimum supervision
- Excellent communicator, collaborator, and problem solver
- Organized and detail-oriented, with strong time-management skills
- Excellent writing, proof-reading and research skills

Interested candidates may forward their information to [employment@mtarch.com](mailto:employment@mtarch.com) with the subject line: "Marketing Coordinator".