



## Marketing Coordinator + Denver

2 – 4 years of experience

We are searching for a Marketing & Communications Coordinator to join us in our Denver office. For over four decades, Norris Design has been dedicated to helping the world grow through the power of placemaking. Partnering with clients around the globe, we are transforming the way people live, work and play. Check us out at [www.norris-design.com](http://www.norris-design.com).

### What do we have to offer?

You'll be surrounded by strategic designers and creative people who love what they do and are forging their own career paths. You'll work with Norris Design team members across the nation who are all pursuing a broad variety of work in diverse sectors and interacting with our consultant teams on pursuits of every type and size. We believe it is our people that make our places so impactful. You'll have access to great technology; skill sets and creativity that knows no boundaries! And you'll be mentored, no matter how much experience you have — we foster partnerships built on respect, trust and a culture of collaboration that leads to better design. Our culture empowers people to jump in, advocate for progress and celebrate a diversity of ideas to bring our clients' visions to life.

### Our Baseline

- 2 – 4 years of experience in a professional organization
- You'll support and lead proposal development and managing the process through delivery
- You'll prepare and review resumes, qualifications, proposals, and presentations, managing the process to meet deadlines and deliver high quality content
- You'll support pursuit strategies and strategic thinking to push the firm forward
- You'll administer the maintenance of firm graphics, collateral and a variety of marketing information
- You'll provide graphic support for materials that are consistent with our brand standards
- You'll be organized, accurate and detail-oriented with solid verbal and written communication skills
- You'll be enthusiastic, creative and can think proactively and independently
- You'll be open to mentoring and continuous learning, ready to learn from anyone across the firm

### Qualifications

- Advanced proficiency with Adobe Creative Suite including InDesign, Illustrator, Photoshop and Acrobat are required
- Advanced proficiency with Microsoft Office Suite including Excel, Word, Outlook and PowerPoint are required
- Bachelor's degree or associate degree from an accredited university required
- Proposal development experience required
- AI tools (i.e. ChatGPT, CoPilot) experience preferred
- HubSpot platform experience preferred
- A/E/C Industry experience preferred

Full time team members are eligible for Medical, Dental, Vision, Supplementary Insurance and Dependent Care FSA and Healthcare FSA. A portion of the Medical and Dental premiums are paid for by Norris Design. Norris Design provides an employer paid Basic Life Insurance and Long-Term Disability Insurance as well as a 4% company match to our 401k plan. Team members that become new parents while employed by Norris Design also receive 6 weeks of paid family leave. Team members receives 8 paid company holidays per year and an accrual based PTO program starting at 15 days per calendar year. Plus year-round half day Fridays! The salary range for this position is \$65,000 to \$75,000.