

## THW DESIGN-MARKETING COORDINATOR

Marketing Coordinator THW Design is in search of a Marketing Coordinator to join our team; someone who has a passion for service and appreciation for working in Senior Living, Healthcare, and Hospitality. We are seeking someone who thrives in a fast-paced role and enjoys planning, coordinating, and executing a variety of marketing events and activities. This role requires a highly organized and detail-oriented individual with excellent communication skills and the ability to coordinate and effectively prioritize multiple projects.

### Key Responsibilities:

- Marketing & Event Coordination:
  - Event coordination, the creation of various marketing materials, support proposal development
  - Involved in maintaining marketing databases (CRM-Unanet/Cosential), client engagement, and supporting overall business development efforts.
- Photography and Media:
  - Coordinate photography sessions with client, Project Manager and photographer, and photo editing for marketing purposes.
- Awards Management:
  - Manage the calendar and coordinate the submission of awards applications and related documentation.

### Qualifications:

- Bachelor's degree in Marketing, Communications, Business, or a related field.
- 2+ years of experience in event planning or marketing coordination, preferably within the architectural or related industry.
- Strong organizational and project management skills.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office Suite and Adobe Creative Cloud a plus.
- Ability to work independently and as part of a team.
- Attention to detail and ability to prioritize multiple tasks.