

## MARKETING COORDINATOR

Hartman Design Group is looking for a creative self-starter to join our team. The ideal Marketing Coordinator has 3+ years of experience and can work well both independently and with a team. If you are creative, energetic, have technical expertise and strong graphic and written communication skills, we want to hear from you! This position is for someone who is passionate about design, social media, and marketing.

### Responsibilities:

- Collaborate with management to create content and design for outreach (presentations, email campaigns, etc.).
- Spearhead and manage industry award submissions.
- Manage HDG's web site.
- Coordinate company team building events.
- Design internal and external newsletters.
- Design and manage marketing collateral.
- Attend and manage project photo shoots with photographer.
- Manage HDG's social media and online presence.

### Qualifications:

- Strong communication skills (verbal and written)
- Organized, punctual and reliable
- Strong graphic design capabilities
- Social media expertise
- Understanding of digital communications tools and trends
- A sophisticated design-sense with strong creative abilities
- Experience with all aspects of business-to-business marketing
- Ability to coordinate multiple priorities, deadlines, and projects
- Proactive, self-starter who can work well both independently and as part of a team
- *Experience/interest in the Interior Design/Architecture industry (preferred).*

## Proficient Software/Programs Required:

- MS Office Suite (Word, PowerPoint, Excel Etc.)
- Adobe Photoshop
- Adobe InDesign
- Adobe Illustrator
- Adobe Acrobat
- WordPress
- Constant Contact
- Canva
- *Adobe Lightroom – Desired not necessary*
- *Video Editing Software's - Desired not necessary*
- *Asana - Desired not necessary*
- *Monday.com - Desired not necessary*

## Benefits:

- Hybrid work policy
- Alternative/flexible work schedule
- Medical, dental, and vision insurance
- Paid-Time Off
- 401(K) plan
- Holidays observed: New Year's Day, MLK Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, Friday following Thanksgiving Day, Christmas Day

## To Apply:

Please send your resume and portfolio to [careers@hartmandesigngroup.com](mailto:careers@hartmandesigngroup.com)

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Hartman Design Group is an award-winning commercial interior design firm specializing in new construction and renovation of multi-family properties since 1987. With a distinctive body of work that spans nearly four decades, we have partnered with some of the most notable and highly respected developers both nationally, and throughout the Mid-Atlantic region.

At HDG, we're committed to offering everyone opportunities to learn, experiment, and grow. If you are motivated by challenge, are passionate about your career we would like to hear from you.

Our staff size ranges between 24 - 30 people

HDG is located in the Rockville Town Center - 1/2 block from Rockville Metro Station.

HDG offers competitive salaries and full benefits.

Salary is commensurate with experience.