

MARKETING COORDINATOR | VALENTI

Valenti Builders, Inc.

Location: Chicago, Illinois.

THE OPPORTUNITY: As a Marketing Coordinator, you'll collaborate closely with the Vice President of Communications, as well as firm leadership and teammates, to craft proposals, presentations, and marketing materials that are dynamic, engaging, and capture the spirit and excellence of our people and our work.

Your creativity and eye for design will bring our firm and our work to life—turning collateral into compelling visual stories that connect with clients, partners, and colleagues alike.

Behind the scenes you will be an organizational force, assisting and/or leading coordination efforts across a wide array of marketing objectives, as seen below through Major Responsibilities.

That said, this is an opportunity to create real impact—one in which we welcome your unique skills, creative ideas, and strategic thinking to help strengthen our market presence, brand recognition, and team visibility.

MAJOR RESPONSIBILITIES:

- Assist executives/senior leadership to coordinate and produce best-in-class responses to RFPs, interview opportunities and other pursuit-related efforts
- Assist in coordination of project documentation: track milestones, produce project narratives, coordinate photography and manage photography assets
- Support project-based deliverables: project signage and branding efforts; design-forward phasing and logistics plans; project reports and as-needed presentation materials
- Writing and Graphics: create custom graphics and visuals that elevate our digital/print materials; apply strong writing and/or design to all internal/external communications and deliverables
- Contribute to the creation of original, high-impact content that supports LinkedIn growth and Business Development objectives
- Support industry awards processes and submittals
- Support Valenti website updates, maintenance and optimization
- Support Valenti events and efforts within industry and community engagement
- Assist in the overall updating and maintenance of the Valenti Library/Marketing Drive; regularly update team resumes, project profiles, business development collateral and marketing books
- Collaborate on strategic, long-term projects that position and amplify Valenti in the marketplace
- Serve as a representative of the firm to clients, partners, and the community

QUALIFICATIONS:

- Minimum 3 years of related experience, preferably in the AEC industry
- Degree in graphic design, marketing, visual communications or related degree preferred
- Strong skillset within Adobe Creative Suite (specifically InDesign), Canva, and Wordpress
- Exceptional written and verbal communication skills, with strong interpersonal capabilities
- Self-motivated and directed, deadline-driven, with high attention to detail
- Creative and strategic mindset – with capabilities in adding value toward market positioning

GENERAL GOODNESS WE LOOK FOR:

- Be a kind, honest, collaborative, communicative, and supportive team member who thrives working in a fast-paced, dynamic firm
- Actively pursue additional training, education and experience that allows for career advancement opportunity
- Be willing to serve on internal company committees that shape future policy and procedure
- Be willing to mentor and teach new team members as they come on board
- Take personal ownership in your role and responsibilities

BENEFITS TO YOUR PHYSICAL, FINANCIAL, AND PERSONAL WELLBEING INCLUDE:

- Competitive salary
- Health Coverage for you and your family
- Financial security and planning with 401K plans and yearly bonus potential
- Career growth and continued learning
- Generous time off to rest and recharge
- Parental leave to tend to a growing family
- A monthly wellness stipend
- A prime office location in West Loop, Chicago
- Team outings and events

At Valenti, we strive to cultivate a culture of excellence, encouragement, and opportunity. As a member of this team you will be encouraged to make strides in growing your individual strengths and skillsets.