

Job Information

Employer Name: Tawaw Architectural Collective Inc.

AAA Member : Yes No

Job Title: Marketing Proposal Specialist

Job Type (F/T or P/T): F/T or P/T

Location(s): from anywhere in Canada

Expected Start Date: immediately

Website Address: www.tawarc.com

Job Description

Welcome to Tawaw Architectural Collective Inc, a leading firm in Indigenous design in Canada. We are currently undertaking architectural projects across Canada, from PEI to Alberta, and are looking for a talented Marketing Proposal Specialist to produce world class proposals that reflect our firm's unique proposition. We are an Indigenous-owned architecture practice which specializes in engagement and place-keeping. Our aim is rethinking architecture based in Indigenous ways of being/knowing/doing. Our passion is creating urban buildings that speak to reconciliation. We believe that culture is dynamic, and the architecture should reflect our changing reality in 21st Century Canada. We have 5 Indigenous designers in our firm, the most Indigenous designers in any firm in North America; to us, lived experience helps to bring needed changes to the field.

You will work closely with Principals and Senior leadership.

The position is flexible. There is an option to be full time, work on a contract basis, work per RFP or an agreed to set number of hours per week. In any event, your tasks will be as follows:

- + Take the lead on searching and tracking relevant bid opportunities (Merx etc) and communicating/assessing leads with the Business Development Team
- + Work closely with our leadership team to translate visions into compelling messages that convey our unique position and approach
- + Plan, organize and direct all elements of an RFP response
- + Provide writing assistance, strategic input, and take responsibility for the impact, clarity and delivery of proposals
- + Create resumes for new employees and keep resumes current
- + Update and/or create new cut sheets for projects as needed
- + Coordinate support services (graphics, print shop services, offer admin support, etc) throughout the proposal life cycle
- + Work with leadership to create powerful presentations and advise team members prior to interviews

Qualifications & Skill Sets

The following skills will help you be successful in this role:

- Minimum of 2 yrs professional marketing and proposal experience
- Prior experience in the architectural and/or interior design field
- A degree or diploma in marketing, communications or design
- Ability to successfully work remotely (you will work from home)
- Self-starter personality: ability to prioritize, self-schedule, monitor deadlines, assign and follow up on tasks which are connected to our staff
- Ability to manage multiple projects and competing priorities at any time
- Strong written communication skills
- Strong graphic and design fundamentals
- A high level of proficiency in Adobe Creative Suite (InDD, Photoshop and Illustrator) as well as Microsoft Office (word, excel and PowerPoint)
- Understanding of Indigenous culture is an asset but not necessary; training in our approach and methods in architecture will be provided

Contact Information

(Please indicate any documents which applicants are required to submit, i.e. portfolios, cover letter, etc)

To apply for this position, please email info@tawarc.com and provide us with a cover letter that shares why you are the right fit and a resume. Please include 3 references that we can call.