



24.06.2022

re: Position: Communications Specialist + Administrative Coordinator
Location: Exchange District, Winnipeg

5468796 Architecture Inc. is one of Canada's most innovative Architectural practices. Over the past fifteen years the firm's work has focused on housing in all its forms and ownership models, urban design, walkable communities and the public domain. 546 has received numerous awards and recognitions regionally, nationally and internationally, and its work has been published in over 200 books and publications. We live and breathe design and we love what we do.

For more about us, please visit our website at www.5468796.ca

The opportunity:

We are looking for a special person to fill in our front-of-house and communications position: you are a creative, highly-motivated, and enthusiastic **Communications Specialist [70%]**, who also takes pride in executing **Administrative [30%]** tasks. This is a full-time, permanent position for someone with a passion for writing, graphic communications + social media, but who is also effective and happy to manage daily administrative operations at our office. The position is best suited for someone with a positive, can-do attitude, looking to make an impact.

What you'll do:

Communications (70%):

- Work as part of a collaborative + creative team of architects and designers.
- Participate in business development with partners + senior staff.
- Prepare well written and graphically compelling proposals in response to Expressions Of Interests, Requests For Qualifications and Requests For Proposals.
- Develop and organize marketing materials, including templates for proposals, media kits, project features etc.
- Assist in developing and executing social media and communications strategies
- Assist in developing a yearly marketing plan, budget, performance indicators and implement it, complete with quarterly reporting on efforts + outcomes.
- Effectively analyze new markets, clients, opportunities and proposals.
- Assist with the creation of award submissions, articles and publications.
- Manage and update website copy and content.
- Manage marketing + communications + speaker calendar of events.
- Curate and coordinate displays in the office space.
- Ensure consistency across all channels of output.



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Administration [30%]

- Develop processes that allow the office to run smoothly and more efficiently
- General organization / maintenance of the office space + library
- Answer phones + manage voicemail
- Receive + distribute mail/deliveries
- Keep inventory and order materials/office supplies
- Keep meeting areas in shape, greet clients and guests upon arrival
- Take minutes at weekly staff meetings
- Maintain shared calendar for statutory holidays, birthdays, cleaning
- Order catering for office lunches/meetings/birthdays
- Maintain software/web/office subscriptions + memberships
- Coordinate/promote recruitment, job postings + new employee orientation

What we're looking for:

- Recent Comms or ED grad; or direct experience in communications, social media, or marketing role is an asset
- Fluent in Adobe Creative Suite (InDesign mainly), comfortable working in a Mac-based environment
- Proficient with major social media platforms
- Creative thinker with great writing skills and a passion for storytelling
- Confident self-starter; ability to multi-task, manage time well, and work independently under periodic deadlines is a must
- Highly organized, team-minded
- Graphic design and photography experience considered an asset
- Experience working in a professional service firm, or within architecture is an asset, but not a requirement

We Offer:

- The opportunity to work in a creative environment with exciting + innovative content and a fun, collaborative team
- Career development opportunities, including mentorship and training
- Comprehensive health and dental benefits
- Profit Sharing Incentive Plan [upon completion of probationary period]
- Vibrant open office work environment

Interested candidates: send a Cover Letter+CV to e. employment@5468796.ca preferably by June 30th.

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