



AIA
New Orleans



December 18, 2018

HIRING: Coordinator, Programs and Marketing

We are a small office with big ideas. We believe good architecture and design matters, and because of this, we are dedicated to supporting the profession, as well as advocating for healthier, safer and more sustainable buildings in our city and region.

About the American Institute of Architects (AIA) New Orleans – a 501(c)6 non-profit

AIA New Orleans is a member-driven professional association that advances the practice of architecture in New Orleans through a comprehensive program of professional development, professional peer engagement, advocacy, and public awareness activities. AIA holds several big annual events: Design Awards, Crawfish Boil, Bowling Tournament, Golf Tournament, and Industry Holiday Party; and manages other ongoing education events like construction tours and “Town Halls” with city and state officials.

About the New Orleans Architecture Foundation (NOAF) – a 501(c)3 non-profit

AIA founded and continues to partner with the New Orleans Architecture Foundation to employ successful public outreach programming for good architecture and design in our built environment. NOAF is dedicated to enhancing public appreciation of architecture and design through advocacy and education. Through its programming consisting of monthly tours lectures, and other annual events, NOAF continues to expand opportunities for the public to engage in architecture related programming activities and educational experiences.

Description:

To support our city’s architecture community, each member of our team wears many hats. The Programs and Marketing Coordinator will contribute to the success of AIA and NOAF programs, assisting with seamless team and volunteer management, program delivery, and evaluation. The Programs and Marketing Coordinator will guide the marketing efforts of the AIA and NOAF. The Programs and Events Coordinator will also work with Board members to ensure quality communication to the audiences of AIA and NOAF.

Job Responsibilities:

Program Coordination:

- Assist Executive Director in development of new programs and events.
- Assist Event Planner with annual event coordination.
- Oversee volunteer coordination and evaluation of programs and events.
- Prepare for programs and events, either at our offices or offsite.
- Participate in partnership meetings, as they relate to partner events and/or programs.



Marketing and Communication:

- Promote programs and events on website, social media, and other digital and print media.
- Create new content, in coordination with the Board, to advance the organization's mission.
- Monitor national/local architecture and design news and promote through our organization's social media platforms.
- Manage standard email communications with membership, media, and Industry partners.
- Apply current graphic standards and develop new marketing material as needed for programs and events.

Candidate Qualifications:

- Bachelor's Degree, or equivalent experience with strong professional references.
- Demonstrated success in event coordination and implementation.
- Demonstrated interest in architecture / design / urbanism or related field and a strong commitment to the advancement of the built environment and design in New Orleans.
- The ideal candidate is an energetic, goal-oriented, team player, with a mix of people-facing skills and a conscientiousness for accuracy and clarity.
- Proficiency with applications such as Adobe Creative Suite preferred.
- A self-starter, good at follow-up, and successful at managing multiple deadlines.
- Actively embraces technology and seeks efficiency in processes and workflow.
- Excellent written and verbal communication skills.

About the Position:

- This position is full-time, with health care benefits, comp time / vacation / sick leave benefits, professional membership fees, and non-elective retirement (does not require a contribution from you) benefits after one year of employment.
- Salary shall be commensurate with experience, in the range of \$30,000-\$40,000.
- You will work in a fast-paced and collaborative team atmosphere and be located in our Center for Architecture and Design in New Orleans' Warehouse District.
- Occasional early morning, evening, and weekend hours are required.
- AIA New Orleans is one of over 260 AIA Chapters around the world, and we are known to be one of the most active Chapters of our scale.
- Though still a fairly new organization, NOAF has achieved quite a few successes. This is an extremely exciting time to be on our team.

- A shortlist of candidates will be selected for live interviews with the Executive Director and Board Leadership.
- Anticipated start date early 2019.



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Come as You Are:

We're proud to be an equal opportunity employer – and celebrate our differences, regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or Veteran status. If you're smart, good at what you do, and like what you do, come as you are.

How to Apply:

In this application, you will be asked to submit a resume, as well as answer several long-format questions related to the position. We recommend that you review the job descriptions entirely, and prepare your answers before completing the application. More information can be found online <https://www.aianeworleans.org/join-our-team>

Long-Format Questions:

We ask these questions to learn more about who you are as a professional and as a person. You will work closely with many of our members and industry partners. Your honest, personal answers should tell us more about how you think, and who you are.

Why Are You Interested in This Opportunity?

How does your background align with this organization and role? How many years of related experience do you have? What can you bring to the table? How does this position help you advance your own personal and/or professional goals?

What's an Accomplishment You're Most Proud Of?

Describe a successful project you were heavily involved in from start to finish, and tell us about your role throughout the project. What did you learn? What would you have done differently? Provide as much detail as you can.

Choose Any Building or Public Space in New Orleans, And Describe How You Would Highlight It Through an Event, Article, or Otherwise.

Tell us what space inspires you, and how you would celebrate it!

I look forward to hearing from you,

Joel Pominville, Executive Director