

Business Development/ Social Media Coordinator

WRT is a team of planners, urban designers, architects, and landscape architects. We value the impact of our collective approach to create simple solutions for complex problems across scales. We serve our communities by designing places that enhance the natural and social environment.

Seeking a charismatic **Business Development / Social Media Coordinator** with 4 + years of experience to work in the San Francisco office. The successful candidate will be proactive on proposal coordination, initiate business development, and coordinate social media for WRT's San Francisco office.

Responsibilities include:

- Proposal coordination
- Reaching out to potential clients and project leads
- Coordinating BD meetings and internal events
- Working with our team to develop and curate content for Social Media
- Coordination with our BD/Social Media team in the firm's Philadelphia office

The ideal candidate will have:

- A Bachelor's Degree in Marketing, Communications or related area
- 4+ years of experience
- Industry experience (preferred)
- Strong people skills, including working with teams
- Verbal and written communications skills
- Graphic communication skills including experience with publishing and graphic software (InDesign and Microsoft Office).

To apply for this position, use this link: <http://www.wrtdesign.com/contact/careers> or go directly to WRT's website, www.wrtdesign.com, and follow the career page link.

WRT is an equal opportunity/affirmative action employer. We strongly value diversity and an inclusive workplace.