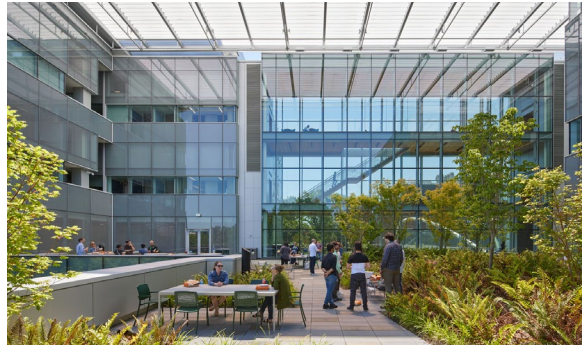


# BORA



## Communications Coordinator

Bora Architecture & Interiors is seeking energetic, self-motivated marketing professionals who share our values of positive social impact, sustainable innovation and forward-thinking design to join our growing practice in Portland.

The Communications Coordinator is a broad-based role responsible for coordinating the firm's Communications/PR strategy. This position also includes general support of the marketing department and our focus on new business acquisitions. Working closely with the internal marketing team and across all Bora staff, the candidate will help develop written content and produce marketing materials.

### Qualifications

- Degree in English, communications, marketing, journalism, or a related field; OR an architectural/business background that translates into strong written and visual communication skills and a passion for emerging media
- 1-3 years of experience preferred
- Proficiency in Adobe Creative Suite and Microsoft Office

### Primary Responsibilities

- Write, edit, and coordinate content for social media posts, marketing collateral, awards, press, and related marketing requests
- Update and maintain the company website and social media platforms through regular content generation, reviews, and updates
- Work with Communications Manager to maintain and update the yearly social media calendar
- Track opportunities for press and awards; support submittal effort
- Ensure clarity and consistency in presenting the firm's message
- Help facilitate planning, design, and editing of marketing collateral

- Support marketing department in the development, writing, editing and production of submittals and other related pursuit materials
- Prepare periodic reports on Bora's marketing activities; track and assist in analyzing PR efforts
- Maintain PR filing systems to ensure proper and timely handling of correspondence, documents, materials, and records
- Support and coordinate special events
- Active involvement in professional and community organizations

### Compensation and Benefits

Bora supports its staff with a robust benefits package which includes:

- Competitive pay commensurate with experience
- Comprehensive medical, dental and vision insurance
- Flexible Spending Account (FSA)
- Paid Family Leave
- Traditional and Roth 401(k)
- Pre-tax TriMet Hop Fastpass
- In-office bike storage
- Continuing education access
- Use of the [Bora Beach House](#)

### To Apply

Please send your letter of interest, resume and portfolio to [careers@bora.co](mailto:careers@bora.co). In order to counter implicit bias in our recruitment process, we ask that candidates not include headshots in their application.