



CORPORATE SERVICES SPECIALIST POSITION

APD Urban Planning and Management LLC. (APD-U) is seeking to fill a full-time Corporate Services Specialist position. We are interested in a highly motivated, detail-oriented professional with a strong marketing, graphic design, and urban planning background. The ideal candidate must be compassionate, friendly, helpful, and self-motivated, with a positive attitude and strong work ethic. APD-U is a planning firm focused on urban neighborhood revitalization and community development. Our firm comprises experienced professionals in multiple disciplines, including neighborhood and urban planning, community redevelopment, construction management, and real estate development.

As a Corporate Services Specialist at APD Urban, you will:

- Work closely with firm leaders to provide strategic thinking for business development to further market-specific and support office goals.
- Function as a critical source of knowledge and leadership for marketing and communications opportunities and practice area business development.
- Research clients, market trends, and background information for project opportunities.
- Coordinate, author, edit, and manage the various components of a proposal/qualifications package to ensure content is comprehensive, client-specific, and follows the APD Urban brand standards.
- Strategize with pursuit teams to develop and create appropriate presentation materials that are comprehensive, client-specific, and follow the APD Urban brand standards.
- Maintain resources & information systems: ordering materials, updating project documentation sheets, resumes, image libraries, and project profiles.
- Manage our public-facing platforms, including websites and social media.
- Write and produce internal/external communications and presentations to support marketing programs.
- Develop and create communication materials related to public relations efforts, including advertisements, materials for trade shows, announcements, and award submissions.
- Assist in project-related tasks, specifically marketing and branding components for neighborhood redevelopment and project reporting.
- Perform support and administrative tasks as required.

Minimum Qualifications

- The ideal candidate will be familiar with Planning, Urban Design, and Real Estate clients.
- Advanced proficiency with Microsoft Office and graphics software such as Adobe Creative Suite is required.
- Ability to update and graphically create social media posts for various outlets and automate emails using platforms such as Constant Contact.
- Must be highly trustworthy and able to handle confidential and proprietary information appropriately.
- Must possess excellent interpersonal skills and communicate effectively with all internal and external customers, both verbally and in writing.
- Ability to develop and maintain creative social media content appropriate for APD Urban/industry-specific.
- Qualified candidates must be creative, self-starting, highly motivated, and able to work in a multi-task, dynamic team environment with minimum supervision.
- Strong proposal and technical writing skills.
- Experience creating, preparing, and assembling presentation graphics and report/plan documents.



Minimum Experience & Training

- A bachelor's degree in marketing, communications, graphics, or a related field is required.
- Three (3) to five (5) years of technical marketing experience within the A/E/C industry is highly preferred.

Salary

Negotiable

Benefits

Paid Time Off

Health care reimbursement

401K Plan

Professional Development allowance

Location:

Full-time, onsite in our Atlanta office.

Submission Instructions

Please submit the following documents via email to Bridget Wiles, info@apdurban.com (No phone calls accepted)

- Cover letter
- One page resume
- 2 to 4 compact, representative samples of your work (no larger than 4MB)
- 3 references with complete contact information (name, firm, position, phone number, AND email)

Only complete submittals will be considered or reviewed. No phone calls are accepted.