



**Company:** Tarragon L.L.C.  
**Position:** Marketing Assistant  
**Reports To:** Director of Marketing  
**FLSA Status:** Exempt/Salary  
**Position Location:** Seattle, Washington

### **POSITION SUMMARY:**

The Marketing Assistant will be the principal assistant for the Director of Marketing. The ideal candidate sees value and potential in the smallest of tasks, can visualize the big picture, and is thoughtful in their work approach. They are collaborative, creative, and results-driven with a great eye for design, strong graphics capabilities, and a demonstrable ability to problem solve. This position requires a positive, energetic, "can-do" attitude, strong graphic design skills, and the ability to work independently and prioritize projects.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The Marketing Assistant's job responsibilities shall include, but not be limited to, the following:

- Support and participate in marketing functions at the company and project level.
- Assist Director of Marketing with creating newsletters, email blasts, brochures, flyers, property-specific websites, display boards, promotional items, and other marketing materials in accordance with established brand standards.
- Active role in the creation of marketing materials associated with new development projects.
- Act as the liaison between Marketing and Development for creation of development plans. Make all necessary updates to draft development plans and see through to final product.
- Prepare design files for press and actively manage print orders.
- Coordinate photography, source stock photography, and manage visual assets for development projects.
- Assist with drafting press releases, copywriting, and copy editing.
- Assist with the creation of ad-hoc presentations.
- Assist with coordination and logistics of marketing events.
- Work with the Development Team to produce graphics, maps, videos, etc.
- Maintain a library of marketing materials for Tarragon projects and competitive sets.
- Serve as brand ambassador for Tarragon.
- Other duties as assigned.



### REQUIRED EXPERIENCE AND ABILITIES:

- Bachelors or Associate degree in graphic design or arts or digital media or the equivalent of 2-4 years or more of design and print production experience.
- Excellent with Adobe Creative Suites® (Adobe Photoshop, Illustrator, and InDesign expertise a must).
- Strong understanding of marketing and print processes with demonstrable graphic design experience.
- Up to date on the latest trends and best practices in design and marketing.
- Background in commercial real estate and/or development preferred.

### CORE COMPETENCIES:

- Excellent project management skills
- Great sense of design
- Creative
- Detail oriented
- Customer oriented
- Self-management
- Collaborative team player
- Strong written & verbal communication skills
- Stress management
- Proactive thinking
- Results oriented & accountable
- Professional in all interactions

### HOW TO APPLY:

If you are interested in being considered for this position, please submit the following materials to [info@tarragon.com](mailto:info@tarragon.com):

- Resume
- Cover letter

*We are an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, sexual orientation or gender identity, marital or veteran status, or any other legally protected status.*