

Job Title: Marketing & Digital Design Coordinator

Location: Plano, Texas (Full time, onsite)

Position Overview

Landon Homes is seeking a versatile **Marketing & Digital Design Coordinator** to join our team. This unique role is designed for a self-motivated professional who thrives on the organization of project coordination but possesses a genuine passion for creative graphic design.

In this position, you will balance your time between marketing administration and hands-on digital design. This is an ideal opportunity for an entry-to-mid-level professional looking to grow their skills and build a diverse portfolio within the homebuilding industry.

Primary Responsibilities

The Creative Side (Graphic Design - approx. 50%)

- **Collateral Creation:** Design and update sales brochures, site maps, floor plans, and flyer templates.
- **Digital Content:** Create engaging graphics for social media (Instagram, LinkedIn, Facebook) and email marketing campaigns.
- **Brand Stewardship:** Ensure all external-facing materials align with our brand standards.
- **Signage:** Design localized signage for job sites or community events.

The Coordination Side (Administrative - approx. 50%)

- **Project Tracking:** Maintain the marketing calendar and ensure deadlines for print orders and digital ads are met.
- **Listing Management:** Keep our website and third-party listings (Zillow, MLS, etc.) up to date with current pricing and photos.
- **Vendor Liaison:** Coordinate with printers, photographers, and signage installers.
- **Internal Support:** Organize digital assets (photos/logos) and assist the team with basic reporting and meeting prep.

Qualifications & Skills

- **Experience:** 1–3 years of experience in marketing or graphic design.
- **Education:** Associate's degree or equivalent from two-year college or technical school; or two to three years related experience and/or training; or equivalent combination of education and experience.
- **Other qualifications:** Must have a vehicle, a valid driver's license and be willing to travel between corporate office and communities.
- **Proficiencies:** Experience with Adobe creative suite including InDesign, Photoshop, and Illustrator. Proficient in intermediate functions including MS Word, Excel, PowerPoint. Excellent communications skills, both oral and written. Exceptional organizational and prioritization skills.
- **Industry Knowledge:** Experience in homebuilding, multifamily, architecture, or the ACE industry is a significant plus. Familiarity with floor plans or architectural renderings also is preferred.

A Note on Our Search

If you have a strong design eye but are still learning the ropes of marketing coordination—or if you are a master organizer who loves playing in InDesign—we encourage you to apply.

Please include a link to your portfolio or 2-3 design samples with your application.