

## STARR WHITEHOUSE

Landscape Architects  
and Planners PLLC

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### Public Project Coordinator

Starr Whitehouse, an award-winning landscape architecture and urban design practice based in New York, NY, with offices in Atlanta, GA and Hudson, NY, seeks a detail-oriented individual with administration or management experience for our New York office to take charge of administration for a range of public sector projects. The ideal candidate is meticulous, highly organized, and can work independently on multiple projects and deadlines. Starr Whitehouse's work addresses climate change, urban design, resiliency and green infrastructure, park design, multi-use trails, open space equity, community resilience, and multifamily housing. We collaborate with internationally acclaimed architects and engineers and foster a creative, energetic atmosphere that is challenging to team members and attentive to quality of life.

#### Responsibilities:

- Manage all aspects of public project billing and administration, reporting to the Comptroller
- Take ownership of the organizational system for storing, submitting, and tracking invoices
- Upload and maintain billing information into project management software
- Prepare and package work orders following NYS Parks and NYC Parks procedures
- Meet all project deadlines with regards to invoicing and municipal and state compliance reporting
- Keep track of project budgets, communicate with project managers
- Liaise with project managers, client team, and subconsultants
- Draft and manage subconsultant agreements
- Take meeting minutes

#### Skills:

- Extremely thorough and efficient
- Able to multi-task and manage time well
- Proficient in Excel
- Great verbal and written communication
- Experience with writing or creating graphics is a plus
- Interest in landscape architecture, architecture, or urban planning is a plus

This is a full-time, in-office position, with an option for some remote working days. Estimated salary range is \$60,000 to \$70,000 based on ability and relevant work experience. Offered benefits include medical, dental, and vision insurance, 401(k), commuter benefits, and paid holidays. Starr Whitehouse is an equal opportunity employer and invested in diversity, equity, and inclusion. Please apply with a cover letter, resume, and a writing sample to [jobs@starrwhitehouse.com](mailto:jobs@starrwhitehouse.com) with "Public Project Coordinator\_Name" in the subject line.