

STARR WHITEHOUSE

Landscape Architects
and Planners PLLC

80 Broad Street, Suite 1700
New York, New York 10004
212.487.3272

www.starrwhitehouse.com

Operations Coordinator

Starr Whitehouse, an award-winning landscape architecture and urban design practice based in New York City, with offices in Atlanta, GA and Hudson, NY, seeks a detail-oriented individual with administration or management experience for our New York office. Starr Whitehouse's current projects address climate change, urban design, resiliency and green infrastructure, park design, multi-use trails, open space equity, 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.



We're looking for an individual who is meticulous and highly organized to join our admin department and report to the Operations Manager. The position requires the ability to prioritize a variety of tasks in our busy office. The ideal candidate is a fast learner with a positive attitude. The coordinator role could grow to take on public project invoicing. (The role is suitable for an artist or creative looking for a full-time day job that doesn't come home with them.)

Responsibilities:

- Schedule meetings and set up Zoom calls for Partners, lunch and learns, design reviews; take meeting minutes when requested; communicate with building management
- Help keep our busy New York office orderly and presentable, assist Atlanta and Hudson offices from afar
- Host weekly staff meetings and prepare agenda beforehand, set up for happy hours and social events
- Learn and utilize project management software (CMap) to assist with time off tracking, uploading subconsultant invoices and project expenses, updating contacts, pulling timesheets for invoices, adding project details, and running reports
- Update staffing charts weekly and with accuracy
- Replenish office supplies (snacks, coffee, markers, trace, etc.), assist with purchasing and setting up new hardware and tech accessories
- Monitor shared inboxes; save and organize expenses receipts in server
- Assist team members with tech support and general troubleshooting, communicate with IT partner, monitor IT portal and Teams tech support channel
- Assist with project printing, communicate with printer partner as needed

Skills:

- Extremely thorough and efficient
- Enthusiasm for problem solving and takes initiative
- Sense of urgency and ownership
- A wizard with Excel/spreadsheets
- Great verbal and written communication

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Pluses:

- Bi-lingual (Spanish, Mandarin, Arabic, Urdu...)
- Knowledge of Adobe Suite
- Experience with writing or creating graphics
- Interest in landscape architecture, architecture, or urban planning

This is a full-time, in-office position, with an option for occasional remote working days. Salary range is \$57-60,000, 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 letter of interest and resume **as one PDF file** to jobs@starrwhitehouse.com with “Operations Coordinator_Name” in the subject line.