

## STARR WHITEHOUSE

Landscape Architects  
and Planners PLLC

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[www.starrwhitehouse.com](http://www.starrwhitehouse.com)

### Marketing Coordinator



Starr Whitehouse, an award-winning landscape architecture and planning practice headquartered in New York City, seeks a gifted writer and/or graphic designer to help us win new projects and extend the reach of our brand. Help our interdisciplinary team of designers and thought leaders communicate what it is that makes open space so important – and how it offers solutions to some of the biggest challenges in urbanism and climate resilience today. Superior writing and/or graphics skills are a must for this position: have a way with words, a mania for margins, a passion for parallel constructions! Whether you are a wordsmith or a graphics wizard, attention to detail is key. The successful candidate will have strong organizational skills, a high internal standard, and a methodical approach to keeping track of multiple moving parts. Finally, this position is all about design! Although a background in the field is not required, a passion for the built environment, or a strong interest in learning, is highly encouraged.

The Marketing Coordinator reports directly to the Marketing Director but will also work closely with design and planning leads across our three offices in New York City, Atlanta, GA, and Hudson, NY. This is a full-time, salaried position with an anticipated annual compensation of \$57,000 to \$80,000 depending on professional experience in the field of landscape architecture or related disciplines. It is primarily in-person at our office in Lower Manhattan with an option for occasional remote working days. Benefits include medical, dental and vision insurance, 401(k), commuter benefits, and paid holidays.

#### Responsibilities:

- Copywriting, layout and assembly for project proposals. The Marketing Coordinator will take the lead on smaller proposals and support the Marketing Director with larger ones.
- Writing press releases and managing press relationships.
- Taking notes during weekly marketing meetings and following up on the week's actions items.
- Putting together slide decks and helping designers prepare for client interviews.
- Tracking client relations with our CRM system.
- Maintaining and updating the firm's website and social media presence.
- Other responsibilities commensurate with interest and experience, potentially including: project support, diagram and graphic support, site reconnaissance, photographing built projects, research, and community outreach support.

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### Marketing Coordinator Job Description

#### Qualifications:

- Superior writing skills and ability to distill complex ideas into simple, clear, and approachable language. Candidates with a background in copywriting, academic writing, or creative writing are strongly encouraged to apply.
- Strong graphic design and layout skills.
- Initiative and problem-solving.
- Excellent organization.
- Knowledge of Adobe InDesign, Photoshop and Illustrator is a major plus, but the right person can be trained in this software on the job.
- Interest in landscape architecture, architecture, and urban planning a strong plus.
- 3D modelling skills in Rhino and SketchUp a plus.

Please dot your i's, cross your t's, and send resume, cover letter, writing sample, and graphic sample to [jobs@starrwhitehouse.com](mailto:jobs@starrwhitehouse.com) with "Marketing Coordinator" in the subject line. Starr Whitehouse is an equal opportunity employer.