

STARR WHITEHOUSE

Landscape Architects

and Planners PLLC

80 Broad Street, Suite 1700

New York, New York 10004

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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 and a people-person eager to help with miscellaneous tasks that come up at any given moment. The coordinator's role could grow to take on graphic design and/or writing tasks in the marketing department or AP/AR support for the Comptroller. (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, remotely assist Atlanta and Hudson offices
- Host weekly staff meetings and prepare agenda beforehand, set up and clean 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, exporting timesheets for invoices, adding project details, and running reports
- Accurately update staffing charts every week
- Replenish office supplies and snacks (coffee, markers, trace, etc.), assist with purchasing and setting up new hardware and tech accessories
- Monitor multiple 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
- Draft subconsultant agreements for projects as necessary

Skills:

- Sense of urgency and takes initiative
- Enthusiasm for problem solving and takes ownership of tasks
- Extremely thorough and efficient

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- A wizard with Excel/spreadsheets
- Clear verbal and written communication

Pluses:

- Knowledge of Adobe Suite (InDesign especially)
- Bi-lingual (Spanish, Mandarin, Arabic, Urdu...)
- 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_Your Name” in the subject line. No phone calls please.