

## STARR WHITEHOUSE

Landscape Architects  
and Planners PLLC

80 Broad St, Suite 1700  
New York, New York 10004  
212.487.3272, Fax 212.487.3273  
www.starrwhitehouse.com

### MARKETING COORDINATOR

Starr Whitehouse, a Lower Manhattan-based award-winning landscape architecture and planning practice, seeks a verbally and/or graphically savvy problem-solver to coordinate the firm's marketing efforts. Support our studio as we tackle some of the biggest challenges in landscape design, urbanism, climate resilience and open space equity today. This position is ideal for a recent college graduate interested in learning more about the fields of Landscape Architecture, Architecture, Urban Design and Planning, and offers opportunities for building a portfolio for graduate school admissions. Creative individuals from other fields are also encouraged to apply!



Primary responsibilities include:

- Supporting Marketing Director with layout, graphics, and writing project proposals
- Tracking client relations with our CRM system (no previous experience needed)
- Maintaining and updating the firm's social media presence
- Maintaining and updating the firm's website
- Preparing slide decks and assisting with client interviews
- Other responsibilities commensurate with interest and experience, potentially including: project support in AutoCAD, graphic support in Adobe and 3D modeling software, photographing built projects, community outreach support, research support

Qualifications for this position include:

- Expert knowledge of Adobe InDesign for graphic and textual layout
- Proficiency in Photoshop and Illustrator
- Strong written communication skills (background in copywriting, academic writing, or creative writing a plus)
- Initiative and problem-solving skills
- English fluency
- Excellent organization skills
- AutoCAD skills a plus
- Interest in landscape architecture, architecture, or urban planning a plus
- 3D modelling skills in Rhino and SketchUp a plus

Starr Whitehouse fosters a creative and energetic atmosphere that is challenging to our employees and attentive to their quality of life. We are an equal opportunity employer.

Please send resumes, portfolios (if available), and writing samples under 10MB to [jobs@starrwhitehouse.com](mailto:jobs@starrwhitehouse.com) by April 15<sup>th</sup>, 2022. In your letter, please let us know how you found out about this listing. We look forward to hearing from you!