

MARKETING COORDINATOR

NEW YORK, NY

About SCAPE

SCAPE is a leading landscape architecture and urban design studio based in New York City with an office in New Orleans. Our work integrates natural cycles and systems into environments across all scales, with the ultimate goal of connecting people to their immediate environment and creating dynamic and climate-adaptive landscapes of the future.

About the Role

SCAPE is seeking a Marketing Coordinator with a minimum of 2 years of professional experience to be an integral part of our growing Marketing Team. You will support the pursuit of new work by helping to develop proposals and marketing materials, maintain our project and contact assets and databases, and be a thoughtful advocate for our work and our people.

In your role, you will work chiefly with the Business Development Managers to develop proposals and portfolios, representing us with high-quality graphic and written responses. You will also support the Business Development Manager, Communications Manager, and overall Principal Team in the development and maintenance of standardized marketing material, graphic templates, image assets, and our project information and contacts databases. An interest in landscape architecture and planning, excellent communication skills, and an exacting attention to detail are all key to this role.

Strong preference will be given to candidates based in the NYC metro area. Please note: For the time being, SCAPE staff are currently working remotely in accordance with city, state and federal guidance. As public health guidelines evolve in the coming months, adjustments may be made to our in-person working capacity.

How to Apply

Please email a cover letter, resume, and work sample to jobs@scapestudio.com. Please include "SCAPE Marketing Coordinator" in the subject line of the email. Work samples may include: related proposal or marketing materials, digital or visual media materials, relevant writing experience, or other supportive materials relevant to the position.

Update: Applications are now due by end of day Monday, May 10.

Required Experience

- Bachelor's degree or higher;
- Minimum of 2 years of professional experience in either general Marketing or Business Development for an AEC/design firm (landscape architecture, architecture, planning, engineering or related fields);
- Knowledge of landscape architecture, urban planning, urban design, and/or architecture;
- Proficiency in Adobe InDesign, Illustrator, Photoshop, Microsoft Outlook, Word, and Excel;
- Experience developing RFP/Q responses and proposals (including coordinating materials, correspondence, and scheduling among large, multi-disciplinary teams);
- Exacting attention to detail and accuracy;
- Clear and effective writing skills on design-related content a plus;
- A good eye for graphic design, formatting, identity and visual presentation;
- Strong organization, project management and time management skills in a fast-paced working environment;
- Excellent communications skills (internally and when representing SCAPE to peer organizations);
- Videography, photography, and multi-media editing skills are a plus.

SCAPE is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, gender, religion, sexual orientation, gender identity and expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws.