

Marketing Coordinator

Stephen Stimson Associates is an established New England landscape design firm comprised of a team of 20 Landscape Architects and Designers, with studios in Cambridge and Princeton, Massachusetts. Our nationally award-winning work includes public, institutional, and private landscape projects at a variety of scales.

SSA has an immediate opening for a Marketing Coordinator with a strong graphic design background to lead the strategy and design of our marketing and business development efforts. This position requires creativity, passion, and motivation to advance the business interests of the firm, working closely with firm leadership to develop and deploy a marketing campaign that reflects our design standards and aspirations. The position is based in our Cambridge studio, and involves daily communication with team members both in-house and in Princeton.

Candidates must have at minimum a Bachelor's degree in graphic design or a related field, and a working knowledge of the landscape architecture, architecture, engineering, or interior design industry. The candidate should possess excellent writing and proofreading abilities, and have superior attention to detail. Experience with proposal writing and the RFQ/RFP process is also desirable. Beyond this skillset, we are looking for a well-rounded and creative person, open to a diversity of challenges, that seeks to become an integral member of our talented team.

Qualifications:

- A minimum of 2 years of professional experience in the design field
- Excellent writing and proofreading skills
- Excellent computer skills, particularly with the Adobe CS Suite (especially InDesign and Photoshop)
- Experience with WordPress or other website creation tools
- Experience managing and prioritizing projects simultaneously and meeting tight deadlines
- Ability to work independently or collaboratively within teams

SSA offers competitive salaries based on experience, with a comprehensive benefits package. SSA is an Equal Opportunity Employer and welcomes diversity in the workplace.

For more information about SSA please visit:

www.stephenstimson.com

Please submit a cover letter, resume, portfolio and writing sample to: marketing@stephenstimson.com

(Maximum file size 7MB)