

The American Society of Landscape Architects (ASLA) (www.asla.org) has an opening for an Honors and Awards Coordinator as follows:

Supports ASLA annual honors and awards programs, including submissions, juries, nominations, notifications, and the Honors and Awards (H&A) Advisory Committee's roles.

- Manages day-to-day fulfillment of the annual professional and student awards programs, using a digital assessment program, and manages and processes nominations for ASLA medals, the firm award, and honorary membership, including creation of awards certificates and medals.
- Oversees development and implementation of awards, honors Calls for Entries, and related web-based tools, both pre- and post-vetting process, including review and voting sites for the Executive Committee and Board of Trustees.
- Coordinates logistics and arrangements for videos and live presentations of awards, medals, firm award, and honorary membership recipients, and serves as "awards concierge" for all recipients.
- Establishes baselines and tracks submissions and nominations by region, type, and submitter each year for trends and year-to-year comparisons.
- Shares all jury comments with all non-selected award submitters
- Scripts and hosts ASLA Leadership and Honorary Members reception at each year's annual meeting.
- Stages and manages student award-winner presentations in ASLA Central at Annual meetings,
- Provides planning, implementation support to public relations, marketing, and annual meeting staff regarding the H & A program.
- Performs administrative and web tasks for the marketing department, supporting the manager in fulfilling marketing plans and partnerships.
- Supports departmental and ASLA-wide planning, performance monitoring, and performance improvement processes and initiatives.
- Performs other duties as assigned, including supporting the annual meeting.

Experience/Background:

BA or equivalent degree required. Five-to-seven years' experience in nonprofit administration, including working with members and volunteers, or similar/relevant experience. Experience in honors and awards programming a plus.

Excellent verbal, written, and interpersonal communication. Very strong organizational skills, judgment and attention to detail. Demonstrated ability to collaborate work in a team environment, and keep colleagues informed. Ability to balance heavy workload with short-and long-term project deadlines, address changing priorities and work well under pressure. Must become familiar with the profession of landscape architecture and with leading and award-winning landscape architects and their firms. Microsoft Office computer applications required; proficiency in Adobe Creative Suite and knowledge of CSS and HTML a plus.

Work Environment, Culture, and Values: ASLA's commitment to sustainability and stewardship of the land is reflected in the organizational culture and values and in the work environment. The organization embraces the "Baldrige Criteria for Performance Excellence" – a leadership and performance management framework. ASLA values are dedication, excellence, integrity, leadership, and stewardship. The ASLA culture is collaborative, member-focused, accountable, responsible, and volunteer-supported. The work environment is a four-story recently redesigned building with LEED Platinum and WELL Building certifications. The building is located one-and-a-half blocks from the Gallery Place-Chinatown Metro Station serving the Red, Yellow, and Green Lines. ASLA is recognized as a Best Workplace for Commuters and as one of the Washington region's Healthiest Employers. The ASLA building is Energy Star certified and uses 100 percent renewable wind energy.

How to Apply: Please submit resume, cover letter and any relevant material to HRAdmin@asla.org

No phone calls please.