

**Position:** Project Manager / Landscape Architect  
**Reports To:** Principal-In-Charge (PIC)  
**Experience:** 7+ Years  
**Location:** San Rafael, California (San Francisco)  
**How to Apply:** [careers@vitainc.com](mailto:careers@vitainc.com)

**Firm Introduction:**

For 17 years VITA has established an international reputation for excellence in Landscape Architecture and Planning in community place-making and hospitality design. At each step of the planning and visioning process we rely on our collective backgrounds to arrive at innovative, functional, artistic and sustainable solutions.

Our goal? Respond to cultural and environmental needs and *deliver authentic experiences*.

We believe design is a journey of discovery: an elegant dance in which we strive to manifest a bold vision while choreographing environmental, construction, budget and social realities.

Our Judges? Repeat clients; social sentiment; and Father Time.

Across 5 continents we've stewarded the vision for over 30 communities, dozens of resorts and hundreds of residences ... and are proud to see they are as culturally relevant today as they were when they were inspired ideas and trace-paper scribbles.

**Position Description:**

*Project Managers @ VITA are leaders, overseeing all aspects of project design, schedule and coordination. It is a client facing position that requires the ability to track various efforts while leading and educating the project team. Key skills include: being a self-starter, time-management, project strategy and delegation.*

**Requirements and Responsibilities:**

- Responsible for managing all aspects of projects, including preparing project strategic plans
- Responsible for leading administrative, technical, budget, client management and design
- Responsible for leading timely project delivery, package assembly and team management
- Responsible for leading schematic and design development phases
- Responsible for coordination with clients, project consultants and public authorities
- Responsible for leading internal and external meetings, includes associated project correspondence
- Responsible for pricing and managing project contracts
- Responsible for directing, managing and training junior staff
- Comfortable representing company brand in meetings and verbal/written communications

**Compensation:**

- Competitive Base Salary - commensurate with experience
- Year-End Bonus – performance based
- Full Benefits - medical/dental coverage
- Paid Time Off
- 401K, Pension and Profit Sharing Plans