

## **Graphic Designer & Marketing Coordinator – New York**

Field Operations is seeking an enthusiastic and detail-oriented Graphic Designer and Marketing Coordinator to join our collaborative studio full-time in our New York office. We are a creative, ideas-driven landscape architecture and urban design practice with a high-energy and collaborative studio environment. The Graphic Designer / Marketing Coordinator will work closely with our Leadership Team, alongside our Director of Business Development, to enhance the studio's visibility and help secure new work.

The Graphic Designer / Marketing Coordinator's primary responsibility is to support Field Operations in creating compelling marketing materials that support business development efforts with a keen graphic sensibility and customized written content. As a junior graphic designer and support role, it involves a range of administrative, promotional, and business development tasks. The ideal candidate should be responsible, self-driven, creative, detail-oriented, and capable of managing multiple deadlines with proactive communication and management skills. Strong graphic design and writing abilities are essential, as well as a basic understanding of architectural procurement processes. Familiarity with landscape architecture, urban design, or architecture is also preferred.

### Responsibilities

- Supporting the Leadership Team with communications and marketing materials such as creating brochures, portfolios, and external presentations. Also responsible for assisting with award submissions, website and social media, and updating project information, data, and marketing assets.
- Supporting the Leadership Team and Director of Business Development by producing Go/No Go summaries and recommendations for new project inquiries, researching potential projects, teaming opportunities and sites, and supporting qualifications packages and project proposals.
- Maintaining, improving and organizing graphic templates and the digital library.

### Requirements

- Minimum 1 year of experience in a graphic design position, or business development, marketing, or communications-related position.
- Bachelor's degree or above (degree in graphic design, landscape architecture, urban design, architecture, planning, marketing, communications, or equivalent is strongly recommended)
- Strong organizational and management skills
- Strong graphic skills
- Excellent English language written and communication skills; additional languages are a plus
- Ability to effectively manage and prioritize multiple tasks under tight deadlines
- Strong command of Adobe Creative Suite, in particular InDesign

### Benefits & Compensation

- Field Operations offers a competitive compensation and benefits package that includes medical, dental, vision, basic life, short and long-term disability; holidays and paid time off; and 401k profit sharing plan.
- The salary range for this position at the time of posting is \$65,000-\$80,000 per year. Final compensation will be commensurate with experience.

Please send a PDF (10MB max) or link with resume, cover letter, and work samples (writing and graphic) to [hirenyc@fieldoperations.net](mailto:hirenyc@fieldoperations.net), subject line: Graphic Designer-Marketing Coordinator\_(last name). Please indicate in your cover letter whether you are legally authorized to work in the US, or if you will now, or in the future, require sponsorship for employment visa status (e.g., H-1B visa status).