

MARKETING COORDINATOR | CAMBRIDGE

Reed Hilderbrand seeks a Marketing Coordinator to join our established Marketing and Communications team based in Cambridge, MA.

Our practice is a community of seventy landscape architects, designers, and operations staff engaged on projects across the United States and abroad. Reed Hilderbrand's work has consistently appeared in media and received professional accolades. Under the leadership of the Associate Principal-Marketing Director, the Marketing and Communications team advances opportunities for new commissions and thought leadership in our professional discipline and beyond.

The Coordinator will work mostly closely with the Associate Principal - Marketing Director and the Communications Manager, but they will also collaborate independently with principals and senior staff. Responsibilities focus initially on tracking, cultivating, and capturing new business but will grow commensurate to interests and skill.

Representative Responsibilities

- Composition, production, trafficking of RFQ/RFP/EOI responses for new work
- Coordination of internal and consultant contributions to support proposal deadlines
- Support for leadership in new work interviews, project exhibits, and media events
- In collaboration with Communications Manager, collect, organize, and internal dissemination of project information, including audio, video, and written records
- Development and continued refinement of the practice's voice and vision through its standard marketing materials, communications

The successful candidate will be organized and self-assured but also exhibit capacity for conceptual and creative thinking. They are passionate about nature, history, visual culture, and public space. They should possess exceptional graphic and written skills, and also enjoy being part of busy team working on multiple assignments. Prior relevant work experience and/or education in landscape architecture, architecture, planning, environmental science. Familiarity with Adobe InDesign, PhotoShop, Illustrator is required.

This position is based at the Cambridge office but affords some hybrid flexibility. Compensation includes a competitive salary (commensurate with experience) and a comprehensive benefits package.

Please send a resume and letter of interest to Tamara Taylor hr@reedhilderbrand.com in PDF form (< 10mb) or via link.

To learn about our firm, please visit: www.reedhilderbrand.com

Reed Hilderbrand is a landscape architecture firm comprised of 65 dedicated, passionate professionals, based in Cambridge, Massachusetts and New Haven, Connecticut.

We are committed to design excellence and the pursuit of dynamic collaborations with mission-driven organizations, institutions, communities, and individuals to create meaningful landscapes. We focus on building enduring relationships with clients, collaborators and colleagues. We believe that great work is founded on a great team and we look forward to meeting you.

Reed Hilderbrand is proud to be an Equal Opportunity Employer. We are committed to an environment of mutual respect, and seek to cultivate an inclusive, welcoming, and collaborative community.

Reed Hilderbrand provides equal opportunities for all employees and applicants for employment without regard to race, color, religion, creed, national origin, sex, age, ancestry, sexual orientation, genetics, pregnancy, marital status, gender identity/expression, disability, handicap, military obligations, veteran status or any other category protected by law. Reed Hilderbrand does not tolerate discrimination of any kind and will not allow any form of retaliation against individuals who raise concerns of equal employment opportunity.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.