

Job Opening: Marketing Coordinator

Location: Cambridge or New York

Position: Full-time

Hargreaves Jones is seeking a creative, organized, and collaborative Marketing Coordinator to support the firm's marketing, communications, and business development efforts. Working closely with and supporting the Marketing Director, this position will assist with proposals and pursuits, communications, and business development across our New York, San Francisco, and Cambridge studios. The role offers broad exposure to the firm's projects and leadership and an opportunity to grow within the practice.

Responsibilities:

- Support the Marketing Director in preparing RFQ/RFP responses, qualifications packages, and digital communications.
- Assist with pursuit schedules, submission requirements, consultant coordination, and deadlines.
- Maintain and enhance project descriptions, resumes, and other marketing content.
- Develop proposal layouts and graphics.
- Develop and maintain content for the website.
- Plan, create & optimize social media content.
- Research and track new project opportunities, clients, collaborators, and markets.
- Support business development activities, client meetings, conferences, and events.
- Organize & maintain digital assets, templates and presentations.
- Assist with managing project photography, awards, publications, and press opportunities.
- Help maintain a consistent voice and visual identity across firm communications.

Qualifications:

We are looking for candidates with 2–5 years of relevant experience, ideally in landscape architecture, architecture, urban design, planning, or another design-focused professional environment. Candidates should have:

- Excellent writing, editing, and communication skills.
- Strong graphic design and visual sensibility.
- Proficiency in Adobe Creative Suite, particularly InDesign (Photoshop & Illustrator preferred).
- Strong project management and file organization skills.
- Meticulous eye for detail and consistency.
- Ability to manage multiple deadlines and collaborate across teams.
- Experience managing one or more social media accounts.
- Interest in landscape architecture and design.
- Experience with A/E/C proposals, public-sector RFQs/RFPs, business development, website management, or professional social media is a plus.

About Hargreaves Jones:

Hargreaves Jones is an internationally recognized landscape architecture and planning practice with studios in New York City, San Francisco, and Cambridge. Our national and international work encompasses parks, waterfronts, campuses, cultural landscapes, urban public spaces, and large-scale planning projects.

Hargreaves Jones is an equal opportunity employer and welcomes applicants with diverse backgrounds, experiences, and perspectives.

To apply, please submit a resume, brief cover letter, and relevant writing and/or graphic work samples to pr@hargreaves.com.