



## **Position: Project Coordinator**

**Cairn Landscape Architects** is a new landscape architecture firm founded in September 2020 on the idea that **collaborative, multi-disciplinary, inclusive** design processes inspire **creative design solutions**. The firm is based out of Jackson, WY and specializes in residential landscape, multi family, parks design, planning, rural - urban environments and sustainable design. The firm has a passion for design projects that **highlight the unique environment and communities of the mountain west**. We love working on disturbed sites and using our unique skill sets to improve every site's connection to the natural environment. We are looking for self-starters to join our team who are excited about being an integral part of a growing firm and working / playing in the Tetons.

**We value:** collaboration among our team and allied professionals, restoration, thinking holistically, a work / life balance, adventure and using every design project as an opportunity to steward the fantastic landscapes we call home.

**Salary Range:** \$65– \$75 K per year, dependent on experience level

**Location:** Preference given to those who can work in person or hybrid out of our Jackson, WY office. Remote options are available in Colorado for the right candidate.

**Description:** This position is for a project coordinator with a Bachelor's or a Masters in Landscape Architecture and 3-5 years of experience. The ideal candidate must be a self-starter, be able to work independently, and be able to multitask in all parts of the design process from concept sketching to construction documents to site visits. Attention to detail and effective organization strategies are highly valued. Great attitude, good sense of humor and fun required. The Project Coordinator is a production and developing management role – they are responsible for a significant portion of production work on their projects while also tracking information, milestones, scheduling and assisting in "big picture" project goals. They serve as a point of contact on all projects that they are involved in.

### **Responsibilities:**

- Collaboratively works with Project Manager or Principal to develop initial design concepts and is able to develop design independently
- Leads development of materials for client presentations
- Is a major participant in the development of production items. Mentors junior team members in developing production documents and delegates tasks effectively.

- Reviews design / grading concepts as project develops and checks in regularly with Project Manager and Principal.
- Assists in material and furnishing selection and specification. Researches and recommends products for project use.
- Develops Design Development and Construction Document sets with minimal initial oversight. Develops complex details with input from Project Manager. Delegates tasks to junior staff for assistance in these processes.
- Attends and participates in consultant coordination, contractor meetings, client meetings, presentations, and site visits.

**Required Skills:** Detailed construction knowledge, grading, beginning project management skills, effective communication, Microsoft Office (especially Excel) AutoCAD (LandFX a plus), Sketch Up (Lumion a plus), Adobe Suite, hand drawing skills, rendering skills, knowledge of grading, construction documents, permitting and planting.

**Benefits and Compensation:** Competitive Salary, Unlimited PTO, remote / hybrid work environments, Health Insurance Plan (company pays 100% of insurance premium), optional dental and vision insurance, housing stipend (dependent on location), professional development reimbursement, flexible schedule, work/life balance, competitive bonus structures, ski pass reimbursement, and 1% of company profits donated to environmental non-profits of staff's selection.

Please email a resume, cover letter and portfolio to [hans@cairnla.com](mailto:hans@cairnla.com) (all under 10 MB) and note Project Coordinator Position in the subject line.