



## Job Summary: Marketing Assistant (Entry Level)

Agency Landscape + Planning's office in Cambridge, MA, is seeking a Marketing Assistant to provide support for our team of landscape designers and planners in our multidisciplinary design office. This position will work closely with our studio manager and senior staff. Candidates should have experience in marketing, including social media and digital marketing, proposal writing, and document layout. The ideal candidate is enthusiastic and will have the ability to think critically, work as part of a collaborative, fast-paced team in an open environment, will have excellent organizational skills, be dependable and flexible, and have fun working with our team! Candidates with 0 - 3 years of experience are welcome to apply!

The marketing assistant role will rely on skills in visual communication and writing. Strong skills in Adobe Creative Suite (primarily Adobe InDesign), graphic communication, research, and writing are necessary. We strive for diversity in every aspect of work and we encourage persons from all backgrounds to apply.

### Job Responsibilities include:

- Assist with preparing client proposals from RFP tracking to interview support.
- Manage the firm's online presence including website (wordpress hosted), newsletter, and social media (Instagram, LinkedIn, Twitter, and Facebook).
- Work collaboratively with the team to create and regularly post content that is engaging and aligned with the firm's vision and values.
- Monitor, track, organize and report back on project bids and RFP/RFQ opportunities.
- Copy edit proposals and project work as needed.
- Support administrative office tasks as needed, including purchasing and internal office coordination.
- Support internal firm operations through participation in an Agency Task Force.

### Basic Qualifications

Candidates should meet the following qualifications:

- Enthusiasm for work centered on the public sector and community building.
- Clear graphic communication and storytelling (proposal layout, social media communication, and layout).
- Rigor and attention to detail.
- Strong written and verbal communication.
- Excellent organizational skills, the ability to meet deadlines, and attention to detail.
- Expertise in a range of computer software tools, including Google Suite, MS Office, and Adobe Creative Suite (Illustrator, InDesign, Acrobat), and web-building tools like Wordpress and Squarespace.
- Willingness to take initiative, offer new ideas, and collaborate within a team environment.

### Additional Desirable Qualifications:

- Background or education in design, marketing, or public relations.
- Experience with project pursuits and digital marketing (including proposal writing and research).
- Multilingual written and oral skills.

Please submit an application, including a letter of interest, current resume, one writing sample, and two references through the Job Application form at [agencylp.com/contact](http://agencylp.com/contact).