



STROMBERG/GARRIGAN & ASSOCIATES

Seeking candidates for the available position:

Design Communications Representative (DCR) – 3 to 5 years of experience

Stromberg/Garrigan & Associates, Inc., (SGA) (www.s-ga.com) is a multi-discipline landscape architecture and urban design firm with two affiliated companies focused on architecture and the manufacturing of innovative green infrastructure products. Our firm is a national leader in urban and community revitalization specializing in brownfields redevelopment planning and resiliency design, with an emphasis on physical project implementation. SGA projects are geographically diverse ranging from major urban centers including the cities of New York, Philadelphia, Pittsburgh, and Norfolk to smaller cities and towns located throughout the Mid-Atlantic, Midwest and Rocky Mountain regions. Market sectors include mixed-use and urban infill development, resiliency planning and waterfront revitalization, adaptive reuse of historical and industrial structures, urban plazas, parks, and public spaces.

We are seeking candidates with three to five years of communication experience. It is desirable, but not necessary, for candidates to have supplemental experience and/or education in the fields of landscape architecture, architecture, urban design, urban development, planning, environmental sciences, horticulture, or sustainability.

Employment location(s):

- Norfolk, VA

Job Responsibilities:

- Work with principals in multiple offices to develop and implement strategic communications and digital/social media campaigns for three affiliated companies.
- Engage and collaborate virtually on projects with staff at other office locations.
- Manage multiple company websites and online communications, support companies' and projects' public relations and business promotional campaigns.
- Coordinating meetings with clients, vendors, and business development activities.
- Targeted industry/sector staff recruitment strategies.
- Support the facilitation of virtual client, key stakeholder, public meetings, and project client/public engagement activities.
- Prepare synchronous and asynchronous digital presentations.
- Create, edit, and produce well-written and graphically sophisticated content for marketing items multi-company communication packages, business development proposals, and project

promotional documents.

- Coordinate with technical staff to maintain up-to-date personnel resumes.
- Assist in maintaining databases including projects, clients, and contacts.
- Support inter-office communications and coordinate personnel and project meetings.
- Support in facilitating public workshops and meetings.

Requirements:

- Bachelor's degree (minimum) in communications, graphic communications, programming, marketing, public relations (PR), or related field with an interest in the design profession. It is desirable, but not necessary, for candidates to also hold a degree(s) in business management, (social media) marketing, journalism, or business advertisement.
- 3-5 years of relevant professional experience in related marketing, business development, public relations. Experience in the AEC industry is desirable but not required.
- Strong oratory, written, and visual communication skills.
- Interest or experience in strategic communications and digital/social media campaigns, social media management, website management/development.
- Interest in business development, advertisement, and marketing.
- Interest or experience working within the design industry (Urban Design, Architecture, Planning, Community Development, and Industrial Design). It is desired but not necessary to hold Certified Professional Services Marketer (CPSM) certification.
- Interest or experience working with non-profit clients, community groups, government clients, and private clients.
- Interest or experience in facilitating client, key stakeholder, and public meetings.
- Interest in preparing and assembling presentations, proposals, and project promotional and deliverable documents.
- Coordinating meetings with clients, vendors, and business development activities.
- Targeted industry/sector staff recruitment strategies.

Proficiencies:

- English fluency (writing, speaking).
- Exemplary writing, presentation, and verbal communication/public speaking skills.
- Strong planning, organizational, and time management skills.
- Demonstrated attention to detail and commitment to producing high-quality work.
- Ability to multi-task and stay ahead of deadlines.
- Proficiency in Microsoft Office, WordPress, Wix, and Adobe Creative Cloud (It is desirable that applicants have a high proficiency in all, or most software packages listed in order to properly manage and mentor staff.).
- Proficiency with publishing on multiple social media platforms (Instagram, Facebook, LinkedIn, Pinterest, Twitter etc.) and search engine optimization.
- Proficiency with Mural, Miro, and/or other virtual public engagement design software.

- Experience preparing and assembling presentations and report/plan document preparation and assembly.
- Work and writing samples should illustrate the candidate's strength of understanding in graphic and written communication/presentation as well as software proficiencies.

Physical Requirements:

- Sitting for extended length of time
- Periodic and multi-day travel to site locations and to facilitate public engagement/meetings
- Fieldwork/ability to travel
- Valid driver's license
- Listening
- Typing and handwriting
- Hand drawing
- Occasional lifting of boxes up to 50lbs

Candidates should submit cover letter, resume, and samples of graphic and written work to: careers@s-ga.com.

Please indicate the position (DCR) and the office location you are applying for (Norfolk, VA) in the subject line of your email. Phone inquiries are not accepted.