



# JOB DESCRIPTION

## Entry Level Landscape Architect/Designer

**Classification:** Hourly; Full Time

**Location:** Fully Remote, MST or CST Time Zone Preferred

**Compensation:** \$52,000 - \$58,500 per year

### Summary

The Entry Level Landscape Architect/Designer will work closely with the Principal Landscape Architect on a variety of tasks to create memorable outdoor spaces and comprehensive planning strategies. This position is fully remote and is designed to create a mentorship relationship with a Licensed Landscape Architect and prepare the individual for the Landscape Architect Registration Examination (LARE). Recently licensed landscape architects are also encouraged to apply.

### What You'll Do

1. Assist with the development of conceptual designs and construction documents, including drafting construction details and writing specifications.
2. Research and identify project requirements and restrictions of governing organizations.
3. Prepare plans, illustrations, renderings, and other communication graphics to convey design intent.
4. Assist with project proposals and interviews for new projects.
5. Create cost estimates and design project elements within budgets.
6. Occasionally conduct periodic on-site observations of work during construction phases.
7. Meet with clients and other consultants in-person and virtually for project meetings.
8. Assist with facilitation of public meetings and workshops, both in-person and virtually.
9. Develop planning documents and design publication layouts.
10. Write planning document text from analysis to recommendations for long-range planning projects.

### Types of Work You'll Get to Do

This is a great opportunity to get to work on a variety of project types. Current and past work has included downtown master plans, commercial design, therapeutic garden design for medical care facilities, high-end residential site planning, urban plazas and gathering places, parks, trails, and cemeteries. We are a federal contractor and do a large volume of work for national medical and cemetery facilities.

### Competencies and Skills

1. Basic understanding of budgeting, construction contracting, and general business management practices.
2. Exhibits high-level communication skills to communicate effectively with teammates and clients.
3. Ability to compute and analyze numerical data.
4. Have an attention to detail and a growth mindset with an openness to feedback and improvement.
5. Ability to learn, read, and understand legal documents, governmental codes, and technical manuals.
6. Time management skills with the ability to prioritize tasks based on deadlines while working on 2-4 projects at a given time.
7. Ability to work remotely with multidisciplinary teams in a collaborative fashion.
8. Is solution-oriented, positive, and a self-starter.
9. Ability to work independently at times and is comfortable with a work-from-home arrangement that includes a dedicated home office space that is free of distractions and presents a professional image.

#### **Required Education, Experience, and Location**

1. A Bachelor's degree in Landscape Architecture is required.
2. One to five years of experience in landscape architecture is required.
3. A strong working knowledge of AutoCAD is required.
4. Proficiency in Adobe Creative Cloud (Photoshop, InDesign, Illustrator), SketchUp, and Lumion is preferred.
5. Location in the Central or Mountain Time zones preferred.

#### **Work Environment**

This job operates in an office setting 95% of the time. This role routinely uses standard office equipment.

#### **Physical Demands**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This is largely a sedentary role; however, some site visits are required. This would require the ability to lift up to 25 pounds, walk over varied terrain, and work in inclement weather.

#### **Expected Hours of Work**

Our standard office hours are Monday through Thursday, 7:00 a.m. to 5:00 p.m. and Friday 8:00 a.m. to 12:00 p.m. However, flexibility in schedule is considered if job duties can be reasonably met.

#### **Travel**

This position may include travel at less than 10% of time.

**Work Authorization/Security Clearance (if applicable)**

Must be able to work in the United States.

**AAP/EEO Statement**

As a federal contractor, we are an Equal Opportunity Employer for Minorities, Females, Protected Veterans and Persons with a Disability. Qualified applicants will be considered for employment without regard to race, color, sex, national origin, religion, age, marital status, veteran status, sexual orientation, disability, genetic information or other characteristic protected under applicable Federal and State laws.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**To Apply**

Please email a resume with 2-3 references, and a PDF portfolio of your work (under 10 MB total) to [jessica.holdren@fourfrontdesign.com](mailto:jessica.holdren@fourfrontdesign.com) with the subject line "Entry Level Landscape Architect".