

Now Hiring!

Assistant Designer Position

About Us:

Mariposa Gardening & Design is known for building beautiful gardens that bring the natural world to the built environment. We are looking for motivated workers to help us grow our company together. Employees of Mariposa are encouraged to join our team to become Worker-Owners.

Benefits:

- Accrued sick and PTO
- Matching IRA
- Opportunity to co-own in profitable business
- Supportive team environment
- Opportunity to expand skill sets

Assistant Designer Position Description:

The Design Assistant works closely with the Lead Designer. The priorities of the Design Assistant will be to support and assist the Lead Designer, primarily by measuring sites, digitizing and generating base maps, and generating the information the design process. Additionally, the Assistant Designer will help with putting together bids, assisting with client communication, and keeping all iteration updated and organized.

- 1. Follow Priority Schedule Laid Out by Design Manager and Lead Designer**
- 2. Work with Design Team Members and the Project Manager to Assist in Development Bids Based on Final Designs**
 - Calculate measurements for materials to ensure orders/bids are accurate
 - Work with the Design Team and Project Manager to ensure that there is a finalized and complete set of detailed site plans, including irrigation, grading, hardscape for each project as needed
- 3. Digitize Site Plans**
 - Use SketchUp to translate measurements into a base map

4. Clearly Communicate with Clients and Support Teams

- Add consultation notes to client folder
- Make sure client meetings are scheduled with clients and support team

5. Keep all Client Information Up-to-Date

- Record information properly
 - File information appropriately
 - Keep design files organized
- Revise information based on conversations and design changes

Qualifications:

- Training and experience in Excel and Sketchup
- Good communication skills
- Ability to be a team player
- Gardening and maintenance experience (**a plus**)