

AsianNeighborhoodDesign

Architecture + Community Planning

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San Francisco, CA 94103
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TDD: California Relay Service
800.735.2922

www.andnet.org

Job Description

Position Title: Architectural Job Captain/Project Coordinator

Program: Architecture and Community Planning

Responsible To: Principal Architect/Project Architect

Organizational Description: Asian Neighborhood Design (AND) is a non-profit community design and service organization that provides full technical and professional services in architecture and planning. Our mission is to work directly with communities to revitalize and enhance neighborhoods in the Bay Area by building sustainable neighborhoods and providing opportunities for residents to become economically self-sufficient.

Job Summary: Provide architectural support for production of technical construction drawings, specifications, and cost estimating and consultant coordination on a variety of exciting community based project types including community facilities, affordable housing and support services.

Duties and Responsibilities:

1. Prepare architectural construction drawings on AutoCAD and BIM software. Coordinate and/or assist project architect in construction documents coordination.
2. Assist project architects and principal architect in preparing cost estimates and specifications.
3. Assist project architect and principal architect in bidding and negotiation of building contract for projects.
4. Assist project architects and principal architect in construction administration through documentation of field conditions and transactions. Assist in coordinating client/builder relationships.
5. Assess the problems and needs of clients through inspections, interviews, and consultations.
6. Develop thoughtful design alternatives and solutions.
7. Develop schematic/concept designs for new construction projects, parks, conversions, etc. Solve physical design issues such as space planning, interior renovation, play equipment/playgrounds, and partitioning.
8. Prepare renderings and drawings; build models as needed to make presentations.
9. Coordinate and/or assist project Architects or Principal Architect with consultants.
10. Ability to multi-task and work on multiple projects simultaneously.

Qualifications:

- 3-5 years or more experience and education in architectural / interior design or other related field.
- AutoCAD proficiency, minimum working BIM knowledge in an architectural office preferable ArchiCAD, Sketch up, Adobe Suite and MS Suite.
- Previous exposure to and interest in Community Design/Public Interest Design work desirable.
- Excellent verbal, written and visual communication skills.

Salary Range: Depending on experience. This is a non-exempt position and subject to overtime pay. Once the introduction period has been completed, full medical, dental and vision benefits take effect. Inquiries, resumes or questions should be addressed to Steven Suzuki at ssuzuki@andnet.org

Asian Neighborhood Design does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, national origin, age, disability, sexual orientation, medical condition, marital status or any other characteristic protected by law. Women and persons of color are strongly encouraged to apply, as are members of the targeted communities above.