Firm Profile
Abode Communities is a regional non-profit architectural, real estate development and property management firm. Abode Communities Architecture is a full-service architectural studio offering high-quality design solutions that bring communities to life. Our design professionals are principled, progressive and innovative, all while relying on fundamental design to create architecture that is relevant in time, contextual within its surroundings and meaningful for its inhabitants. It is the studio’s philosophy that architecture must inspire, provide comfort and contribute to the betterment of the human condition. For nearly five decades, the studio has collaborated with a multitude of community groups to design more than 50 affordable housing developments, as well as small- and mid-size community facilities in Southern California.

Major Responsibilities
Under the leadership of the Principal Architect, and supervision of a Director, the Designer/Job Captain will be involved in various projects through all aspects of architectural design, production and construction administration. This position will require strong management and organizational skills, in addition to strong design and technical abilities.

Specific Duties and Responsibilities
- Assist in the delivery of architectural services on specific projects, with emphasis on design, technical data and processes, quality control, efficient use of time and resources.
- Coordinate work product with clients, consultants, contractors, fabricators, and regulatory agencies to meet project objectives and requirements.
- Maintain clear records to manage a project, in accordance with office protocol.
- Compose transmittals and other correspondence as necessary for the proper administration of a project.
- Coordinate work with the Principal Architect, Director, Project Manager and architectural staff on all phases of project design, development and documentation. Responsible for production and documentation needs of each specific project.
- Produce drawings (computer-aided or manual) of project designs. Follow protocol on all office procedures, as directed by the immediate supervisor and/or Principal Architect.

Knowledge, Abilities and Skills
- Must have a degree from an accredited Bachelor or Master of Architecture Program.
- Strong intuitive sense for design and the design process. Excellent graphic and visualization skills; must be capable of expressing design ideas quickly, with clarity and precision.
- High degree of personal motivation. Self-starter with the demonstrated ability to solve problems independently and as part of a team under the leadership of a project supervisor.
- Strong organizational skills with the ability to work concurrently on multiple tasks.
- Proficient with the latest versions of Autodesk AutoCAD, Revit, SketchUp, Photoshop, Illustrator, Microsoft Office Suite.
- Strong verbal and writing skills to communicate with clients, consultants, public agencies and colleagues.
- Five (5) to seven (7) years of experience working in an architecture office performing duties similar to those described above.

Compensation & Benefits
Salary commensurate with experience. Benefits include medical, dental and vision insurance; life, AD&D, and long-term disability insurance; 401(k) plan with match; subsidized parking or free METRO transit pass, vacation and sick pay and a 9/80 work schedule that permits alternating Fridays off.

Application process
Submit resume and portfolio samples indicating your role on the projects to: galiano@abodecommunities.org