



PROJECT MANAGER

Carleton Hart Architecture is a mission-driven architecture studio that strives for innovative and equitable solutions to design challenges. A local Portland firm founded in 1994, CHA is passionate about design and community-building through our work in affordable housing, historic preservation, public, commercial, institutional and spiritual projects. Our staff members have joined CHA out of a sincere interest in working on projects that add value to our communities. Last year our firm celebrated 25 years in business, and this year we were officially named a B Corp™. As we look to the future, we are seeking to add new members of our staff who are enthusiastic about building on our momentum and making the next 25 years at CHA even more rewarding. If you share our mission of Inspiring Community Through Design, we encourage you to apply.

Salary & Benefits

Carleton Hart Architecture offers a competitive salary and a comprehensive benefits package including 401k employer contributions, company paid medical, vision, dental, and short-term/long-term disabilities insurance, transit passes, and incentives for other sustainable commuting.

Culture

CHA believes in staff development, open participation, and encourages staff to be involved in firm initiatives. In-house committees allow staff to focus on areas of interest and have an influence on office operations. We provide financial support for continuing education and our Innovation Lab grant offers opportunities for independent research projects. As an office, we participate in a variety of community service activities throughout the year and support individual efforts through paid time for volunteering at area service organizations. We encourage a positive team-minded work environment with frequent company events and celebrations.

Project Manager

As a Project Manager you will be involved in all aspects of project and office management, using your design, technical knowledge, staff development, and leadership. CHA is a collaborative environment where initiative and creative thinking is highly valued, and where Project Managers encourage, lead and mentor teams and staff. The ability to lead and manage a team through complex projects is critical for the position. Project Managers are also key leaders in managing and developing client relationships as part of overall business development activities at CHA. Excelling in this role will yield opportunities for advancement to the Leadership Team and becoming a decision maker in the firm.

For more information on this position and other job openings at Carleton Hart, please visit www.carletonhart.com/careers

Application Requirements

To apply, please send your cover letter, resume, and portfolio to careers@carletonhart.com. Please no follow up phone calls, walk-ins, or emails.

Due to COVID-19, we are currently following state mandated protocols and working remotely. Therefore, all interviews will be held via video conference. Due to COVID-19, we are currently following state mandated protocols and working remotely. Therefore, all interviews will be held via video conference. This position requires residence in the Portland metropolitan area and in office attendance will be required as state mandates allow.

Carleton Hart Architecture is an equal opportunity employer. We do not discriminate against any employee or applicant on the basis of race, color, religion, sex, national origin, mental or physical disability, age, genetic information, veteran or active military status, marital status, sexual orientation, gender identity and/or expression, domestic partnership, family status, or any other characteristic protected by law. We have consistent policies and practices to ensure equal opportunity in all aspects of employment, including recruiting, hiring, on-boarding, rates of pay, promoting, access to training, termination, and terms of conditions of employment.

CARLETON HART ARCHITECTURE PC

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