



## JOB CAPTAIN

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Carleton Hart Architecture (CHA) is a mission-driven architecture studio that strives for innovative and equitable solutions to design challenges. 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. With our mission of inspiring community through design, CHA believes thoughtful architecture can transcend material and form to strengthen bonds between people and enrich lives. A certified B Corporation® providing architecture, planning, and interior design, we are a dynamic team of problem solvers who share a commitment to developing projects that have a positive social and environmental impact.

### ***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.

## JOB CAPTAIN

A Job Captain at CHA has a vital role in the development of a project from early studies through construction administration. As a Job Captain, you will be responsible for developing project documents and ensuring that they represent the intent of the design as well as conformance with CHA's standards for quality. This role will build upon your design skills, technical expertise, creative thinking, organizational ability, and capacity to both lead and learn from others within a team.

## APPLICATION REQUIREMENTS

For more information on this position and other job openings at Carleton Hart, please visit [www.carletonhart.com/careers](http://www.carletonhart.com/careers)

To apply, please send your cover letter, resume, and portfolio to [careers@carletonhart.com](mailto: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. 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.