

**Job Title: Architectural Designer I****FLSA Status:****Non-Exempt****Reports To: VP of Operations**

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**SUMMARY**

Participates in planning, design and documentation of building projects by performing the following duties.

Primary Responsibilities:

May include the following assignments and other duties:

- Prepares project plans (scaled drawings) using computer assisted design software and equipment. Drafting using Revit.
- Supports project team during construction administration.
- Create physical models using laser equipment or traditional model-making tools.
- Creating 3D computer models using Google SketchUp or similar programs.
- Assist team members with presentation boards and/or hand-outs.
- Render project elevations or perspectives using Adobe Software.
- Assist with industry research projects or studies.
- Receives direction from Senior Project Architect, Project Manager or Project Architect.

Job Requirements:

- Two to four year college or university program certificate or two to four years related experience and/or training; or equivalent combination of education and experience. 4-year design/architectural degree preferred, but not required.
- 1 to 4 years related experience.
- Must be fluent in reading, writing and speaking the English language.
- Must have the ability to communicate effectively and work efficiently with team members.
- Must have the ability to effectively present information and respond to questions from the MA and SPA.
- Skills required include basic knowledge of Microsoft Office programs, Revit, Adobe CS5 and Google SketchUp.