

## Position Opening: Project Coordinator

Project leaders and all Team Members at PlanNorth lead with values. The core values of PlanNorth contribute significantly to the overall culture of the projects and team. Those values are:

- Share what you know
- Have fun practicing architecture
- Unite others during a challenge
- Give back generously
- Treat every project like it was your own

In addition to those values, the PlanNorth team follows a Culture Document which outlines what to expect from a person's individual experience at PlanNorth. Prior to applying for this position, candidates should read and reflect upon whether they personally would add and receive value from such a culture, and be ready to discuss. Team and project leaders will lead from a place of confidence in the proven success of the PlanNorth culture.

### **Abilities and Contributions which we believe are critical to this role include:**

1. A forward-thinking approach to innovation and ideas, working to incorporate best practices and new technologies into buildings while respecting owner's expectations, budgets and overall project goals
2. Solid ability to develop new approaches to challenges encountered
3. Ease and professionalism in communication with engineering disciplines, contractors, owners and local authorities alike
4. Experience in competently and confidently participating in meetings with industry professionals and owners, incorporating and working through regular challenges throughout the duration of a project
5. Willingness to incorporate best practices and provide QA/QC conformity within the firm
6. Dedication to professional growth/education, including continuing education and certifications such as project management, code understanding/authority, and other industry specific areas of specialty
7. Routine participation in strategy meetings as part of the PlanNorth team
8. Ongoing mentorship within the firm to create a culture of design professionals with a well-rounded knowledge of industry best practices
9. Create and develop industry relationships including clients, contractors, local authorities and consultants in a specific area of practice or region
10. Willingness to take the time to teach reasoning behind decisions within the firm and for clients
11. Display of professional judgement in all matters, with the ability to bring critical issues to the table for group discussion
12. Strategize and lead action toward long-term company vision/goals (professional development of the team, seeking out and completing high-quality projects, QA/QC goals, etc.)

13. Leadership role(s)/reputation in your own community which reflect your personal values as well as a shared professionalism/culture of the firm

**Typical Administrative Job Duties:**

1. Participate as a design team member, working under the supervision of an Architect, to complete the following tasks:
  - a. Provide meeting support to architects/design staff
  - b. Participate and assist Architects through programming approaches appropriate to the size, scale and complexity of the project
  - c. Scheduling and tracking of projects during design and construction
  - d. Overview and coordination of project specifications and drawings in collaboration with the project architects
  - e. Create and review/confirm design proposals, as well as consultant proposals/agreements
  - f. Plan, organize and implement design development efforts. Work to balance expectations and cost concerns, track decisions and client concerns for end-of-project owner satisfaction
  - g. Compile documents and prepare for package submittals
  - h. Assist with paperwork and submittal items for local jurisdictions
  - i. Archiving at project milestones
  
2. Participate as a Construction Administration team member, working under the supervision of an Architect, to complete the following tasks:
  - a. Process Request for Information (RFIs) and maintain logs for each project
  - b. Process Material Submittal & Shop Drawings and maintain logs for each project
  - c. Provide meeting support to architects/design staff preparing meeting agendas and recording meeting notes to be distributed to the project team
  - d. Attend construction site on a regular basis, documenting progress and updating design team members
  - e. Review & Edit project manual/specifications for each project (word document files)
  - f. Prepare Architectural Supplemental Instructions (ASI) for minor changes in work
  - g. Generate project completion list or Punch List at the end of Construction
  - h. Review and log Contractor close out documents for each project
  - i. Use Basecamp (online project management software) to log and communicate with construction team members during construction
  - j. Maintain response times in keeping with industry standard for construction related matters
  - k. Ordinary communication using proper spelling and grammar with the project team
  - l. Must be able to drive to project sites within a 75-mile radius of Brenham with own vehicle
  - m. Must be able to lift packages and items up to 30lbs
  - n. Must be able to read various types of tape measures and use a scale

- o. Must provide own cell phone for ordinary communication
- p. Assist with closeout documents

There are many candidates who will be qualified for this role with respect to professional credentials, “on paper”. The best candidates will demonstrate an intrinsic motivation to contribute to the greater purposes of team culture, design quality, and client success. Every team member must be able to respect and motivate others’ ideas, contribute in a unique way, and hold a standard in keeping with the PlanNorth culture. Holding others accountable at PlanNorth starts with the most difficult job of all, holding oneself accountable.

***Overall compensation and benefits will be based on the experience of the applicant and are negotiable. Typical benefits include (3) weeks paid vacation, (10) paid office holidays, a fully hybrid work environment, 401K and 401K transfer options, and a one-of-a-kind working culture. This position is an in-office position. Interested individuals should contact Ryan Key at [ryan@plannorth.com](mailto:ryan@plannorth.com). The interview process will consist of an initial phone call, the completion of working profile assessments, a meeting with members of PlanNorth project team, and a meeting with the firm owners. Candidates must be able to provide three, non-familial character references.***