Architectural Designer

[CoEverything](#) is a sustainable architecture and real estate consulting company based in Dorchester, MA and Providence, RI. We work collaboratively with communities, organizations, and entrepreneurs to design and develop more cooperative and sustainable buildings, businesses, and projects. **Our mission is to create a net positive impact through design, development, and cooperation.** Our small, majority women-owned business and worker-cooperative, is seeking an architectural designer to join our team for 40 hours/week. As a co-op, we prioritize collaboration, respect, and equity in all aspects of our business. The ideal candidate will have 3-5 years of experience in architectural design and a passion for creating sustainable community spaces.

Job Description

The Challenge: **Architectural Design Support for Community Projects**
- Collaborate with team members on projects from conception to completion
- Develop design concepts and produce construction documents using Revit
- Prepare and present design proposals, including floor plans, elevations, and 3D models using Sketchup, Revit, Lumion, Adobe Creative Suite
- Conduct Zoning studies, pre-design, conceptual design, massing, diagramming, and meeting regulatory code and aesthetic design requirements
- Conduct site visits to ensure design feasibility and compliance with building codes and regulations
- Communicate with clients, consultants and contractors to ensure project goals are met
- Participate in project budgeting and cost estimation to help our clients meet their fundraising goals
- Assist with partner outreach and advocacy campaign communications, event invitations, confirmations, thank-you notes, and community-member follow-ups
- Support virtual or in-person meetings, community events, or other gatherings

The Opportunity
- Meet a diverse group of community leaders and neighbors.
- Take part in CoEverything's culture that is fun, fresh, and innovative.
- Drive impact in our local economy; help our partners create buildings and businesses that are more sustainable, more cooperative, and more equitable.

The Skill Set
- Independent and enjoys self-directed work
- Bachelor's degree in Architecture or related field
- 3-5 years of experience in architectural design
- Proficiency in Revit and Adobe Creative Suite
- Knowledge of building codes and regulations in Boston and Massachusetts
- Ability to work collaboratively in a team environment
- Passion for high performance buildings and community-driven design
- Exceptional people skills and a high level of empathy
- Organized and great time-management skills.
- Passionate about social causes like the solidarity economy and community ownership.
- Familiar with Zoom, Google Docs, Gmail, Google Drive willingness to learn and use adjacent software like Squarespace, Clickup, Descript, Miro and PasteApp.

Employment
- Full-time salaried employment - Salaried status means that the amount of pay an employee receives is the same for each pay period and does not depend on the number of hours you work each week.
- Working hours: Flexible per day, equivalent to 40 hours per week.
- You may not receive the same amount of pay if you choose not to work for an extended period, however.
- You will be directly employed by Co-Everything LLC and receive a paycheck or direct deposit every week for having worked the previous week, and receive a W-2 at the end of the year.
- You will be covered by Worker's Compensation.
- Compensation: 60,000-$66,000/year Salary, depending on experience for 40 hours of work per week
- Exact start date is negotiable, we are proposing a start in Summer 2023.

Direct Benefits
- Potential to buy-in as a worker-owner at CoEverything after completion of either 1600 hours of work or 12 months candidacy/vesting period (whichever is longer).
- Unlimited Paid Time Off Policy. Workers and employees must:
    - Avoid abusing the policy by taking time off that negatively impacts their job and the company.
    - Plan to delegate, postpone or otherwise manage projects that will be affected by their time off.
    - Get approval for time off that extends beyond a business week.
    - To understand the expected scale of unlimited time off, we typically aim for around 4 weeks off per year.
- Primarily a remote work position – the majority of our project work is in the Dorchester and Roxbury areas in Boston, commuting to site visits and community in person events will be required periodically. We meet about once a week at the Fields Corner Business Lab at 1452 Dorchester Ave.

- $1,500 annual Continuing Education Funds (reimbursed) to support your attendance of conferences, courses, workshops, professional licensure, or for certification fees, memberships, or professional development as you see fit related to our work.
- QSEHRA (health reimbursement account) will be offered for up to $350.00 per month for single person coverage. Health Insurance will **not** be offered through CoEverything, instead we recommend choosing an insurance plan through the state.

Indirect Benefits

- **Work/Life Balance:** We would encourage you and ourselves to work no more than 32 hours per week, to set boundaries between work and life, and to respect and maintain those boundaries. The intention is not to take advantage of workers for the sake of the firm, as is a common practice in the architecture field. Together, we can decide if this results in either shorter work days or a specific day off per week. We also understand that community work often requires that you meet the community where they are – this may result in working evenings or weekends as needed. We also understand that there may be deadlines or weeks when we need to work more than 32 hours, but we will collectively manage the work and keep this to a minimum.
- Direct mentorship to develop your personal career goals (including completing IDP and architectural licensure or other certifications, if desired) while also meeting the mission and vision of the organization.
- Collaborate with like-minded individuals and organizations to bring cooperative projects to life.
- Meet a diverse group of community leaders and neighbors.
- Take part in CoEverything's culture that is fun, fresh, and innovative.
- Drive impact in local economies; help our partners create buildings and businesses that are more sustainable, more cooperative, and more equitable.
- AND we will make you a CoEverything avatar to put on the About the Team page on our website and your business cards.

To Apply
ASAP: Send an email with your resume to Miriam Gee, CoFounder, at gee@coeverything.co with the subject line 'CoEverything Architectural Designer'. In your email, please answer this question: ***Why are you the best-qualified candidate for this position?*** You can send links to examples of your work, including community engagement event flyers, outreach materials, or related advocacy campaigns.