Architectural Design Coordinator

Scope & Purpose

The Architectural Design Coordinator is an integral part of the Construction & Maintenance team, assisting with site and housing design coordination and construction management at Community First Village and other real estate development projects.

This is a full-time, exempt position reporting to the Staff Architect. Due to the nature and requirements of the position, hours are flexible to fit need, but may include occasional weekends. The Architectural Design Coordinator will office at Community First! Village located at 9301 Hog Eye Road, Austin, TX 78724.

Please email resume and cover letter to hr@mlf.org.

Duties & Responsibilities

- Assist Staff Architect in coordinating design and construction of new and existing housing types to serve Community First Village residents, including site built custom homes and prefabricated/manufactured homes
- Work with local architect partners in communicating and coordinating the design intent required to meet the programmatic needs of each project
- Work to develop a deep understanding of resident needs and preferences related to housing
- Understand and coordinate accessibility preferences and requirements related to housing and site design
- Work with Resident Care and Construction to assist with reasonable accommodations for Residents with accessibility needs, including producing drawings and sketches for built accommodations
- Assist in the administration and file management of project files, including permit docs, CDs, site maps, etc.
- Assist Staff Architect in design coordination and construction management of real estate infrastructure development
- Assist in preparation of representational images for presentations and events
- Other duties and responsibilities to support Staff Architect and the Construction & Maintenance Team as needed

Knowledge Skills & Abilities

- Commitment to serving those who have experienced homelessness and personal alignment with MLF’s vision, mission, core values, and goals
- The successful candidate will be passionate and knowledgeable about the nonprofit/social sector and MLF’s vision, mission, core values and goals
- Professional degree in architecture or relevant field
- 2-4 years of relevant work experience including some residential experience
- Design/Build and Construction experience a plus
- The ability to stay flexible and act with humility toward the population we serve
- Strong design sensibility and ability to represent the aesthetic goals of CFV’s built environment
- Excellent verbal and written communication
• Proficiency in AutoCAD, SketchUp, Adobe Creative Suite
• Familiarity with Revit is a plus
• Familiarity with IBC/IRC, Life Safety Code, and TAS ADA
• Ability to creatively problem solve when faced with unexpected or unique challenges
• Knowledge of residential construction including details, materials, and fixtures
• Strong organizational skills with a focus on attention to detail
• Experience with coordinating all stages of the design and construction process
• Able to collaborate with a cross-functional team of designers, architecture firms, contractors, and volunteers
• Ability to plan, coordinate, and execute projects from start to finish

MLF PURPOSE/VISION
We empower communities into a lifestyle of service with the homeless.

MLF MISSION
We provide food and clothing, cultivate community and promote dignity to our homeless brothers and sisters in need.

CORE VALUES
The vision is supported by core values centered on our belief that homelessness is the result of a profound, catastrophic loss of family:

● God, infinitely perfect and blessed in himself, in a plan of sheer goodness freely created man to make him share in his own blessed life
● By virtue of being created by God in His image, we are all called to live in community and relationship with Him through each other
● The family is the original cell of social life
● You shall love your neighbor as yourself
● All members of the human family are equal in dignity
● The Lord God took the man and settled him in the Garden of Eden to cultivate and care for it. Gen 2:15

GOALS
● Transform the way people view the stereotype of those who find themselves homeless
● To reconnect the homeless to self, family and community
● Help the chronically homeless rediscover and utilize their God-given talents to do purposeful work
● To connect human to human, heart to heart through the fellowship of food and hospitality
● Inspire people into a lifestyle of abundance by giving their best first

GUIDING PRINCIPLES
These Guiding Principles are the basis upon which MLF team members make decisions, plan strategies, and interact with each other and our community. The principles define the kind of leaders we are striving to be.

| Yes, and...Positive Attitude | • Looks for the positive in any situation  
|                            | • Begins with yes, and looks for positive possibilities from a proposed idea  
|                            | • Has a generally positive attitude |
| Semper Gumby (flexible/adaptable) | • Adapts to big & small change well  
|                                 | • Can formulate alternative plans when things change  
<p>|                                 | • Is teachable (learns from others) and willing to change |</p>
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<tr>
<th>Role</th>
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<tr>
<td>Relational</td>
<td>● Develops numerous strong relationships with staff, neighbors &amp; volunteers</td>
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<td>● Shows humility in his/her servant leadership</td>
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<td>● Looks for the good in others. Assumes the best in other’s intentions</td>
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<td>● Treats others with love &amp; respect, including when talking about them to others</td>
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<td>● Works to proactively resolve conflict with others, goes directly to the person</td>
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<td>Team Player</td>
<td>● Puts MLF above himself/herself and his or her program</td>
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<td>● Depends on others to help with solutions</td>
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<td>● Brings strengths of the team together</td>
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<td>Communicator</td>
<td>● Keeps others informed of things going on in their program</td>
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<td>● Communicates effectively to staff, neighbors &amp; volunteers</td>
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<td>● Resolves conflict well &amp; in a timely manner</td>
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<td>Multiplier</td>
<td>● Delegates effectively to staff, contractors &amp; volunteers</td>
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<td>● Invests in developing staff, contractors &amp; volunteers</td>
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<td>● Empowers staff, contractors &amp; volunteers so that their talents &amp; ideas are unleashed</td>
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<td>Good Steward</td>
<td>● Stewards MLF physical resources (money, land, equipment, etc.) well</td>
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<td>● Stewards MLF human resources well (staff, volunteers, donors, neighbors, &amp; board)</td>
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<td>● Takes care of one self physically, mentally, emotionally &amp; spiritually</td>
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<td>Dependable/Accountable</td>
<td>● Sets reasonable deadlines &amp; meets them consistently</td>
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<td>● Keeps others informed if they won’t meet a deadline</td>
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<td>● Comes on time &amp; prepared for meetings</td>
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MLF is a faith-based organization with its ideals and philosophy coming directly from the Gospel of Jesus Christ.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.

MLF is committed to creating a diverse environment and is proud to be an equal opportunity employer. Personnel are chosen based on ability without regard to race, color, religion, sex, national origin, genetics, disability, marital status or sexual orientation in accordance with federal and state law.

Due to the high volume of applications, only those selected for further discussion will be contacted.