

## Job Description

**Job title:** Architect I

**Reports to:** Director of Travois Design

**Company:** Travois Design & Construction Services

**Date:** November 2023

**Job Type:** Full Time

**Location:** Kansas City, MO

**About Us:** Travois Design is an architectural firm serving American Indian, Alaska Native and Native Hawaiian communities. Our architectural team works together with our clients to create homes, buildings and amenities that meet community needs and help advance their missions in providing safe, affordable housing and economic opportunity to the populations they serve. Our architecture experience includes new construction and rehabilitation developments of affordable housing, market rate housing, elder housing, student housing, offices, community centers, administrative buildings, recreation facilities, family services centers and more.

### Summary:

We are looking for a talented individual to join our team to handle various architectural design components within a variety of project phases. The individual will work within a group of 2-4 team members working on multiple projects.

If you're self-motivated, results-driven and enjoy working on a collaborative, cohesive team we want to hear from you!

Travois offers a generous benefit package. Employees receive a 10% contribution via profit sharing to their 401(k), employer paid health care, 12 weeks paid parental leave, unlimited PTO and more. Travois is an equal opportunity employer.

### Benefits:

- 401(k)
- Dental insurance
- Flexible schedule
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Unlimited Paid time off
- 12 weeks Parental leave
- Professional development assistance
- Tuition reimbursement
- Vision insurance

### Travel:

- Requires an estimate of 2-5 days per month for traveling to client meetings, project site visits, & industry conferences.

**Supplemental Pay:**

- Potential for Bonus pay tied to the business' profitability

**COVID-19 considerations:**

- Vaccine requirement for all staff.

**Education and Experience:**

- Bachelor's or Master's of Architecture Degree from a NAAB-accredited architecture school
- Licensed Architect (Certification as licensed professional required).
- Minimum of 3 years of relevant architectural experience.
- Experience with single family or multifamily residential housing design, particularly affordable housing (preferable but not required).
- Experience with sustainable design & various green building certifications (preferable but not required).

**Duties and Responsibilities:**

- Participate in the creative design process, providing input for new design clients, researching products, building methods or other green building techniques that can be applied to our affordable housing projects.
- Prepare project drawings from preliminary/schematic stages through construction documents.
- Assist the Director when needed to market and/or present design proposals to potential clients.
- Coordinate with outside consultants, vendors, and contractors as needed.
- Assist with various responsibilities during the construction administration phase of a project.
- Participate in regular site visits (travel required) to provide work in place inspection services on design projects and other contracted inspection clients.
- Complete and coordinate other construction related LIHTC requirements: State reports, Capital Needs Assessments and Investor related plan reviews.
- other duties as assigned

**Skills and Competencies:**

- Excellent oral and written communication skills.
- Confident public speaking.
- Strong individual initiative and commitment to excellence.
- Excellent client service and client relations.
- Planning and project management skills, including effective time management, multi-tasking, organization, and problem solving.
- Competent/experienced with Autodesk/AutoCAD/Revit software.
- Ability to document projects and detail designs in Revit.
- Proficiency with relevant computer and software tools including Microsoft Office, Salesforce, Asana, and Prezi.
- Valid driver's license.
- Ability to work from home if necessary.

**Physical Requirements of the Job:**

- Ability to sit or stand at desk working for extended periods of time during the workday.
- Ability to communicate verbally, in person and by telephone, with colleagues and customers in the office and around the country.

- Ability to use a computer and communicate via the internet with colleagues and customers in the office and around the country.
- Ability to travel by airplane and drive a car to work sites, ability to visit client sites doing inspections of LIHTC projects and meeting in clients' offices.

**Work Schedule:**

- Monday - Friday, 8 a.m. to 5 p.m. Additional hours may be required depending on required travel and deadlines. We have flexible scheduling and unlimited PTO and work from home opportunities after initial training and onboarding period and with approval from department supervisor.