



1918 N. Mendell St.  
Suite 300  
Chicago, IL 60642

## Architecture Project Manager

### Chicago, IL

MKB Architects is a collaborative, Chicago-based studio focused on community-based projects with Chicago's leading non-profits organizations, and neighborhood groups. We are looking for an Architecture Project Manager with strong technical and design skills to join our team.

The ideal candidate will be a self-starter who is able to work independently at times and who is comfortable working in a small studio environment directly with the firm's principals. We are seeking candidates who are experienced in all project phases and have experience working directly with consultants and clients. This position requires commitment to working on a wide range of community-based projects including but not limited to affordable housing, community-based healthcare, places of worship, and community centers.

**This position is based in Chicago, IL.** Interested candidates should submit a resume, portfolio, and why you are interested in the position to [info@mkbdesign.net](mailto:info@mkbdesign.net).

#### Qualifications and Responsibilities:

- At least 5 to 7 years of experience working on projects that align with our areas of expertise.
- Licensed professional registration or on track to pursue licensure
- Manage projects from Design through Construction Documents and assist in drawing and Construction Administration services
- Demonstrated experience managing budgets, schedules, communications with clients and consultants.
- Working experience of zoning, building code, accessibility code analysis
- Proficiency in Revit is a must and knowledge in AutoCad, Adobe Creative Suite, and Microsoft Excel
- Knowledge and understanding of sustainable design strategies and certification programs (LEED, WELL, Enterprise Green Communities, etc.)
- Strong graphic skills and ability to prepare documents for client presentation