

Project Designers and Coordinators Wanted

Projects in Place Society (PIPS) is looking for enthusiastic **Project Designers and Coordinators** to help design, manage and lead our volunteer build events. We are looking for positive, energetic, practical, and open-minded people who are able to work both independently and collaboratively as the project dictates. These roles will be filled by people interested in doing contract work and looking for a unique way to supplement their income through a stipend. Our current projects are mostly in the area of landscape design, but we are looking for people with a variety of backgrounds.

Project Designer	Project Coordinator
<p>This role will involve ensuring accurate design interpretation with experience and proficiency in the production of drawings, from schematic design through to construction.</p> <p>Requirements / Abilities:</p> <ul style="list-style-type: none">• An interest in providing innovative solutions for community based projects• Able to work in a flexible environment,• Self-motivated & strong work ethic,• Capable of assuming responsibility for own work,• Ability to work efficiently and with accuracy,• Excellent graphic skills,• Have own computer and proficient in landscape construction and detailing, plant and horticulture, CAD and 3D,• Ability to liaise with clients and stakeholders effectively using excellent written and verbal communication and comfortable making presentations,• Able to develop materials list and cost estimates,• Able to lead design workshops (with support).• Background in Architecture, Landscape Architecture, Environmental Design or CAD <p>Time Commitment: Approximately 2-3 hours a week during design period, depending on each phase and approval process.</p>	<p>This role will involve a combination of client coordination, volunteer management, logistics planning and event management.</p> <p>Requirements / Abilities:</p> <ul style="list-style-type: none">• Strong organizational skills• Able to work in a flexible environment,• Self-motivated & strong work ethic,• Have your own computer / laptop,• Chairing project meetings and taking meeting minutes,• Coordination of project logistics (deliveries, volunteers, etc.),• Ability to liaise with clients and stakeholders effectively using excellent written and verbal communication and comfortable making presentations,• Able to lead project event orientation. <p>Time Commitment: Approximately 2-4 hours per week for approximately 2 months leading up to a project build (including 1-2 evening meetings per month during that time), and ~18-20 hours during the week of a build.</p>

These positions will be flexible, contract-based positions on an on-going, as-needed basis. The amount of hours worked will be variable, and these roles are both eligible for PIPS Project stipends, which range depending on project complexity. These positions will report to the PIPS Board and PIPS Project Clients.

TO APPLY - Please send your CV along with 1-page Expression of Interest by email to info@projectsinplace.org.
DEADLINE - We will be looking to fill a number of positions over the next few months, but the first ones will be filled by the end of April. Apply today!

WHO WE ARE

Projects in Place is a volunteer-run, non-profit society formed in Vancouver in 2008. We are a multi-disciplinary group of volunteers whose skills include design, planning, ecology, engineering, construction and more. We bring design and construction professionals together with the general public, using a collaborative model to create and implement innovative projects that benefit the community and demonstrate sustainability.

WHAT WE DO

Any project, any place. We help people not just imagine, but build sustainable neighbourhoods and stronger communities through design and build projects. We do this by coordinating volunteer builds which allow us to complete projects for far less than they would otherwise cost through the contribution of volunteer-based or highly reduced professional services, labour and materials.