**Design Coordinator (ID: 25000137)**

<https://stantec.jobs/winnipeg-mb/design-coordinator/30C2B9CBD2EA4A9BAD5FDAA8A3B922BB/job/>

Our Buildings practice keeps people at its heart, recognizing that our shared journey forward is shaped by the meaningful and responsive places we design. From iconic designs to monumental groundbreakings, join us to bring transformational building solutions to life. Every day we apply our expertise, creativity, and passion to propel communities into the future—join us!

**Your Opportunity**

We are looking for a Design Coordinator / Architectural Intern to fulfill the role of Design and Technical Support.  Working closely and under the direct supervision of the project Principal and Project Architect / Project Leader, you will be assisting on a wide range of projects with varying levels of complexity and scale and broad integrated design teams working through all project phases from pre-design through post construction services.

Your Key Responsibilities

* Assist with preparing marketing materials including proposals, awards, etc
* Assist with site evaluations including documentation, site and zoning analysis, etc
* Assist with investigating/verifying existing conditions including documentation, measurement, and verification, etc
* Assist with program evaluations
* Participate in client meetings and stakeholder engagement workshops including user group meetings and prepare meeting minutes
* Assist with coordinating project deliverables including schedule, meetings, etc
* Assist with, and/or, develop design options/approach
* Assist with, and/or, develop massing/concept diagrams
* Assist with, and/or, develop block planning and building plans
* Assist with BIM model set up, and utilizing BIM technologies to design and develop projects
* Participate in design reviews
* Assist with the evaluation and selection of building systems and materials
* Assist with preparing Project/Design Reports including graphic communication, writing, and coordination
* Assist with developing Schematic Design Documents including drawings and outline specifications
* Assist with coordinating building systems and building envelope design and detailing
* Assist with implementing sustainable design principles
* Assist with developing Design Development Documents including drawings and outline specifications
* Assist with developing Contract Documents including drawings and coordinating specifications
* Assist with preparing Addenda
* Assist with Supplemental Instructions, Contemplated Change Notices, Change Orders, and Change Directives
* Assist with preparing Record Drawings
* Assist with ensuring the design intent/vision is maintained throughout from conception through system and material selection, visualization, implementation, documentation, coordination, and construction.
* Assist with Construction Administration and Warranty Services

**Your Capabilities and Credentials**

* Excellent verbal, written, and graphic communication skills
* Humble, driven to achieve Design Excellence Delivered Brilliantly, and collaborative with a High EQ
* Ability to engage and work within a creative and critical integrated design practice
* Interest in holistic design, systems thinking, construction, materials, sustainability, and technical design detailing
* Ability to produce design at a level that would be perceived externally excellent.
* Ability to participate in project team settings.
* Ability to apply accessibility codes, applicable building codes, and life-safety codes to a wide variety of project scopes and complexity.
* General knowledge of building construction systems, constructability, materials, and industry associated standards.
* General understanding of the relationship between drawings and specifications.
* Requires understanding of Microsoft Office, Revit, AutoCAD, Abobe Creative Suite, SketchUP,

**Education and Experience**

* Master’s in Architecture or a related degree in design. Minimum of 0-2 years of experience. Internship experience preferred.

*This description is not a comprehensive listing of activities, duties or responsibilities that may be required of the employee and other duties, responsibilities and activities may be assigned or may be changed at any time with or without notice. A Revit Competency Review may be conducted during the selection process.*

Stantec is a place where the best and brightest come to build on each other’s talents, do exciting work, and make an impact on the world around us. Join us and redefine your personal best.