



*Enriching New Mexico communities with functional sustainable designs*

**Job Title:** Project Coordinator

**Company Overview:** Founded in 1984, Studio Southwest Architects is a staple in New Mexico's sustainable building ecosystem and contributed to award-winning projects including educational facilities, historic restoration, and public and private LEED-certified buildings (check out our portfolio). Our team of ~35 members work collaboratively on projects from inception to completion, contributing to a sense of ownership and expertise in their respective domains. We actively promote cross-disciplinary exposure to various project types, fostering a diverse skill set and a holistic understanding of the architectural process.

**Day in the Life:** The mission of a PC is to successfully assist Project Managers (PM) as they manage the design project on time and within budget with a strong partnership between the owner and/or client, the contractor, and the design team. The PC's goal is to achieve the highest level of quality of client relations, team coordination, and internal and external communication while supporting the team in the administrative tasks that combine to make a successful project.

**Responsibilities:**

- Collaborate with project teams to facilitate communication and scheduling, project records
- Coordinate all disciplines, client, internal staff, as well as sort and file emails
- Review executed contracts for compliance while coordinating to keep project on track
- Document decisions and communicate all final decisions, meeting minutes
- Compile, coordinate, and assemble drawing sheets per index and National CAD Standards
- Submit and Manage Permit submittal and comment revisions
- Draft applicable AIA CA Documents for review and edit; manage construction proposals and logs, maintain current Construction Documents

**Qualifications and Preferred Skills:**

- Degree in Construction Management would be ideal
- 3-7 years' experience in an architectural or general construction office **or**  
3 years' experience in a legal office
- Microsoft Office, Adobe Creative Suite, Revit experience helpful

**Why Work for Studio Southwest Architects:**

- We offer a competitive salary, health/wellness and retirement benefits
- We foster a company culture where individuals feel valued, respected, and have unlimited growth potential
- Our company values focus on respect, sustainability, design excellence, growth mindset, and teamwork
- We offer a hybrid work environment, and we have an office dog!

**Send your resume to: [mail@studioswarch.com](mailto:mail@studioswarch.com)**

Studio SW is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We welcome and encourage applications from individuals of all backgrounds and experiences, and we do not

discriminate based on race, color, religion, sex, gender identity, national origin, age, disability, or any other legally protected status. We believe that a diverse and inclusive workforce is essential for innovation and the success of our organization.