

# Design Coordinator | Planning + Development – Full Time

EKISTICS is looking for a hardworking, energetic team player to join our Vancouver studio. This role is primarily focused on the coordination, support and design of planning and development projects within British Columbia.

## ABOUT THE ROLE

Working within a fast-paced studio environment, the position of the Design Coordinator is a key participant in assisting EKISTICS multi-disciplinary team.

- Provides a range of administrative and design support throughout the design process, from conceptual design to construction; working in conjunction with the Principal and Project + Operations Manager.
- Manages project deliverables and timelines; researches and collects information needed to complete project milestones.
- Serves as the point of contact between clients, sub-consultants and project stakeholders; communicates technical information to technical and non-technical users.
- Develops and prepares presentation materials, project documents and proposals, adhering to EKISTICS' standards.
- Uses a variety of software tools to support all aspects of the project and assists with development of general Graphics to enhance Technical Drawings.

## ABOUT YOU

- **Qualified + Driven:** Holds a degree in Environmental Design, Architecture, Landscape Architecture, Urban Design or Geography with fluency in critical design thinking, coupled with interest/experience in land development planning, urban design and private sector consulting;
- **Tech-savvy:** Proficient in Adobe CC Suite and Microsoft Office is critical. Skills with Google Earth, Sketch Up, or Cinema 4D are an asset;
- **Detailed + Organized:** Extremely organized work habits, excellent time management skills and high attention to detail;
- **Excellent Communicator:** Excellent written, graphic and verbal communication skills;
- **Adaptable + Resourceful:** Confident in taking on new challenges with minimal direction, highly adaptable to shifting project demands; and
- **Team player:** Thrives on team-work in a multi-disciplinary environment.

## ABOUT US

**EKISTICS** is a multi-disciplinary design and consulting studio specializing in sustainable planning, architecture, landscape architecture and land development. We bring together an energetic team of talented design professionals with expertise in planning, architecture, urban design, stakeholder consultation, resort planning, landscape architecture and golf design to pursue the Art of Place-Making.

## OUR CULTURE

We offer a supportive culture for your career growth, encouraging professional development and continuing education. It's not all about work though...we like to have fun too! We host regular studio social events and enjoy happy hour every Friday...

**We are passionate.** We stake our personal and professional reputations on the excellence of our work.

**We are a team.** We are a diverse and skilled group of innovative individuals unified by a clear common purpose. Our studio environment fosters collaboration and creativity.

**We are playful.** We believe that play and enjoyment at work are vital to our creativity, innovation and overall health and success as a team.

**We are supportive.** We feed off and grow from each other's energy, ideas, inspiration and enthusiasm. We recognize, support, and celebrate each other's achievements. We listen, mentor and motivate.

**We are curious.** We enjoy the process of discovery and exploration and are unafraid to step outside of our comfort zone.

## HOW TO APPLY

If you are looking for an opportunity to work with a great collaborative team in a diverse and supportive environment, offering room for career growth and professional development, please submit: **resume** and a **cover letter** telling us a about yourself and why you think you are right for the role.

Send your application to: [info@ekistics.ca](mailto:info@ekistics.ca), with **Design Coordinator** in the subject line.

**Applications without cover letters will not be considered.** Only those selected for an interview will be contacted. No phone calls please.

Thank you for your interest in EKISTICS.