

Project Associate

Position Description

Public Architecture, a 501(c)(3) nonprofit organization based in San Francisco, is seeking a Project Associate to join its fulltime staff of four. The leading national advocate for pro bono and public interest design, Public Architecture mobilizes architects and designers to strengthen their communities through design.

Public Architecture's activities include of the development of public interest design initiatives as well as the facilitation of pro bono design service grants. One of Public Architecture's most active design initiatives at present is the Day Labor Station, a multi-use, off-the-grid structure designed to improve informal day labor gathering sites. Other projects include material reuse research and fee-for-service work for clients such as the United Way of the Bay Area. "The 1%" program of Public Architecture is a first-of-its-kind effort to institutionalize pro bono service in the architecture and design professions. Public Architecture has recruited over 450 firms nationwide to pledge a minimum of one percent of their billable hours to pro bono service, totaling nearly 200,000 hours and an estimated \$20 million in pro bono services during 2008 alone. Public Architecture has also welcomed over 200 nonprofits to seek pro bono design assistance from The 1% firms.

The Project Associate will assist with a range of Public Architecture projects, currently including work on major grants from the National Endowment for the Arts (NEA), United States Green Building Council (USGBC), and United Way of the Bay Area. The Project Associate will also assist with the refinement of The 1% program matching system, which connects nonprofits seeking design assistance with firms willing to give of their time on a pro bono basis.

For more information visit www.publicarchitecture.org.

Core Responsibilities

- Assist in the day-to-day activities of all Public Architecture projects.
- Assist in the refinement of the service grant program.

Research & Development

- Conduct advocacy, design, and material research.
- Refine the vetting, scoping, and tracking efforts for pro bono projects registered through The 1% program.

Advocacy & Outreach

- Assemble materials for communication and outreach efforts.
- Prepare content for award and funding applications.

Core Skills Desired

- Excellent spoken and written communication
- Strong research skills
- Ability to work independently and also collaborate with others
- Fluency with Adobe Creative Suite programs, Autocad, and Microsoft Office. (3D rendering skills or similar strongly desired as well)
- Knowledge in HTML (*preferable*)

Other Preferences:

- Degree in architecture or urban design
- Minimum of 2-4 years of experience

Compensation: Includes salary and benefits in line with experience and qualifications.

Location: San Francisco, CA

Application Process

- Submit letter of intent, resume, and work samples to *info@publicarchitecture.org* [Application materials are preferred in a single PDF.]
- The application processes will remain open until the position is filled
- Finalists will be interviewed

Note: We will acknowledge receipt of applications by email reply, but will respond further only to candidates whom we decide to interview. A general courtesy email to all candidates will be sent when the position is filled.

Application Format

Documents should be submitted by email to *info@publicarchitecture.org* as a single PDF attachment with "Project Associate Application" as subject line.

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PUBLIC ARCHITECTURE IS AN EQUAL OPPORTUNITY EMPLOYER.

Reasons Why You Should Consider this Position

A great team.

You will be joining unique organization comprised of recognized design industry leaders who have chosen to use their skills and passions to serve traditionally overlooked or underserved populations—and are inspiring throngs of others to do the same.

A great cause.

Pro bono service has been an integral part of the legal profession for years. Public Architecture is in the process of similarly mobilizing the architecture and design fields, and firms of all kinds are increasingly stepping up to the challenge.

A collaborative environment.

Public Architecture shares a warehouse space overlooking the San Francisco skyline with the architecture firm that founded the organization, a graphic design firm, and two marketing and PR consultants.

A great location.

Public Architecture is located in the heart of San Francisco's South of Market area, one block off I-80 and just three blocks from the Civic Center BART/MUNI station.

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What Others Have Said About Public Architecture

"As a call to arms for all architects, Public Architecture has elevated the awareness of pro bono work from personal option to professional imperative. Their every effort is distinguished by unflagging attention to providing the highest levels of design excellence in service to the public interest."

—American Institute of Architects

"Good design can drive social justice. It's a message that borrows elements from progressive design movements of the past. But what Public Architecture and groups like it are after is also distinctly new. They are challenging their entire profession to take the high design standards usually reserved for elite clients and systematically deliver them to society's most vulnerable..."

—The Boston Globe

"The idea is smart, clean, and memorable... 20 hours of volunteerism, when added together with the work of many other architects, could make tremendous changes."

—Architectural Record