

Sustainable Design Coordinator

Mackey Mitchell Architects, a nationally prominent architectural firm, seeks a candidate eager to enhance our sustainable design practices.

The Sustainable Design Coordinator provides sustainable design consulting services to project teams and clients, LEED documentation management, management of 2030 Commitment goals and documentation, and coordination of energy modeling. They will act as an integrated team member, working directly with Project Managers to support all sustainable aspects of a project. They will also act as a firm-wide resource on sustainable design and certification systems.

Job Duties may include, but are not limited to:

- Provide general sustainability and sustainable design consulting services across all market sectors and regional offices.
- Collaborate with team members and other discipline groups to ensure sustainability is adequately integrated into project delivery.
- Prepare and coordinate LEED documentation, facilitate the LEED certification process.
- Review energy modeling data for LEED requirements, code compliance, 2030 Commitment goals, and be able to perform life cycle cost analyses.
- Assist with sustainability marketing materials creation and award applications.
- Embrace and promote sustainable design and LEED initiatives as an integral part and plan of MMA.
- Participate in conferences and project meetings as required.
- Responsible for the firm's compliance in the AIA 2030 commitment. This position will be involved building our plan from the ground up, including the creation of our Sustainable Action Plan, creation of, and later updating, a Sustainability Database for projects and DDX reporting.
- Office knowledge leader. Drive Internal education, research latest thinking, trends, laws, certification. Keep office up to date.
- Assist with fee proposals for sustainable services.
- Performs other job-related duties as assigned.

Education and Professional Experience:

- Bachelor's degree in Sustainability, Engineering, Architecture or related field, and 3-5 years of experience. Experience must be in energy analysis, sustainability and LEED consulting.
- Must be proficient with or have knowledge of Energy Analysis software such as Sefaira, Insight, etc.
- Must be familiar with Revit, AutoCAD and Sketchup
- Must be proficient in Microsoft Office (i.e. Excel, Outlook, Word). Familiarity with Adobe suite desired.
- Must be LEED AP, preferably BD + C. WELL, or other sustainable credentials are a plus.
- Able to prioritize and perform a broad range of simultaneous duties.
- Excellent organizational skills and attention to detail. Team oriented.
- Strong verbal and written communication skills.
- United States Work Authorization required.

Mackey Mitchell Architects is an Equal Employment Opportunity Employer.



D 314 421 1815
F 314 421 5206

900 Spruce Street, Suite 500
St. Louis, MO 63102

Work Schedule:

- Full-time, Monday-Friday
- Flexibility to work overtime as needed

TO APPLY:

Apply via email only to kimberly_h@mackeymitchell.com