	Doc. Number	SRG-09-TMP-0001
	Doc. Title	JOB DESCRIPTION
	Rev. No.	00
	Issue Date:	

## JOB DESCRIPTION

JOB INFORMATION	
<b>Position Title</b>	Freelance Architect (Contract Opportunity)
<b>Reports to</b>	Director, Projects and Developments


### Overview

We are actively seeking 2–3 licensed freelance architects to join our growing team on a per-project basis. As an independent contractor, you will support design and development work across Saskatchewan, British Columbia, and Alberta, with a strong emphasis on Indigenous housing and infrastructure projects.

Our clients are primarily First Nations communities, and our work is rooted in collaboration, cultural respect, and sustainable design principles. This opportunity is ideal for architects who are passionate about community impact, experienced in both residential and commercial projects, and are comfortable working independently under contract.

### Key Responsibilities

- Participate in projects that serve First Nations communities and collaborate with project teams to ensure cultural, functional, and community needs are respected and reflected in the design.
- Design with purpose: develop conceptual and technical designs for commercial and residential structures.
- Create detailed drawings and plans for construction, tailored to each project’s specific requirements and local context.
- Incorporate critical constraints including:
  - Budget and material limitations
  - Environmental impact assessments
  - Town planning and zoning laws
- Prepare construction documentation, models, sketches, and specifications.
- Coordinate with engineers, trades, and contractors throughout each phase of the project.
- Conduct architectural research, feasibility studies, and site visits when needed.
- Manage technical coordination, scheduling, and documentation for your assigned projects.
- Oversee construction activities as required to ensure compliance with design specifications.

	Doc. Number	SRG-09-TMP-0001
	Doc. Title	JOB DESCRIPTION
	Rev. No.	00
	Issue Date:	

## Job Requirements

### Qualifications

- Licensed Architect in good standing with the Provincial Association of Architects in SK, BC, or AB.
- 5+ years of post-licensure experience, ideally in both commercial and residential projects.
- Previous experience working with Indigenous communities or in culturally sensitive environments is strongly preferred.
- Familiarity with local bylaws, building codes, permitting processes, and environmental reviews.
- Proficiency in AutoCAD, Revit, SketchUp, or similar tools.
- Able to work independently as a contractor and manage time and deliverables effectively.
- Must provide own insurance and licensing documentation.

### Additional Assets

- LEED, Passive House, or other sustainable design credentials.
- Experience with remote or rural infrastructure development.
- Strong communication and client engagement skills.

### To Apply

- Resume/CV
- Portfolio or project samples (PDF or online)
- Proof of Architectural License (SK, BC, or AB)
- Your standard contractor rate or fee schedule
- Availability and regional preferences

This is a contract-based position with no employee benefits. Architects will be engaged on a per-project basis, depending on scope, location, and timelines.

If you're interested in working meaningfully with Indigenous communities and contributing to real impact across Western Canada, we'd love to hear from you.