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Design Project Manager - Humble Design Chicago

The Team:

We, the Chicago team and national Humble Design community, are connectors and doers on a mission to help end the revolving door of homelessness. We move with swift, bold action, driven by our humble mission. We believe in collaboration, community, compassion, and above all, serving our clients with dignity and respect.

The Role:

The Design Project Manager leads the design program within Humble Design Chicago, with responsibilities including scheduling guest designers, performing site visits at client homes, project managing volunteers, guest designers and a staff designer to ensure that resources are in place to service 3-4 clients per week. They are able to interact with staff and volunteers and manage across a variety of stakeholders, with a focus on ensuring seamless, meaningful service delivery to our clients.

Duties and Responsibilities:

Project Management

- Perform Humble Design client site visits to document property and create detailed floor plans.
- Oversee design installation process for clients, managing and collaborating with volunteers throughout the process.
- Lead own design quarterly and/or as needed to ensure design needs are fulfilled.
- Work with Operations Manager to develop project list for volunteer teams.

Relationship Management

- Onboard, schedule, manage and support Guest Designers and volunteers.
- Direct warehouse volunteer teams.

Communications

- Assist with social media, document installations and reveals in Google folders.
- Creating and distributing newsletter for volunteers.

Additional Duties

- Assist in maintenance of warehouse.
- Manage staff designer, as applicable.
- Additional duties as assigned.

Qualities and Skills:

Understanding of basic interior design concepts

Collaborative team-player and relationship builder with experience managing volunteers

Strong verbal and written communication skills, with ability to convey actions, decisions, and needs in a professional manner

Strong project management skills with ability to multi-task

Familiarity with Google software products (spreadsheets, docs, slide decks)

Driver's License / Ability to drive own vehicle to offsite locations

FLSA: Part-time, Non-Exempt

Reports to: Operations Manager

Location: In person / on-site. Humble Design Warehouse -Chicago

Compensation \$22/hour, 24 hours per week

Interested candidates should submit a cover letter and resume to: infochi@humbledesign.org



humbledesign.org/chicago
@humblechitown

Humble Design is a 501(c)(3) nonprofit organization.

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