



Job description: AEC Project Manager & Growth Coordinator

Part-Time (24 Hours/Week) | Westminster, Colorado

Position Summary

SWAP Integration is seeking an experienced AEC Project Manager & Growth Coordinator to provide direct client-facing support for project check-ins, accountability management, facilitation preparation, and business growth efforts.

This role is designed for someone with architecture, engineering, construction, owner's representative, or design-phase project management experience who can step into SWAP's workflow shortly after onboarding and provide meaningful capacity relief.

The right person will understand how design teams operate, how consultant coordination breaks down, how decisions impact schedules, and how to communicate professionally with owners, architects, engineers, and project managers. This is not an entry-level role. The ideal candidate can quickly learn SWAP's process and begin supporting weekly check-ins, project documentation, follow-up, and client communication with confidence.

This position will begin as a part-time role, approximately three days per week, with an anticipated schedule of Tuesday, Wednesday, and Thursday. The role may grow over time based on business needs, client workload, performance, and mutual fit.

About SWAP Integration.

SWAP Integration helps project teams reduce risk, improve communication, and create accountability throughout the design process.

Through facilitation, planning, workflow management, and project accountability support, SWAP helps teams align expectations, manage commitments, clarify decisions, and keep projects moving forward.

At SWAP, we believe great projects are built through collaboration, accountability, and clear communication. We help teams organize the work before the work overwhelms them.

Position Details.

Title: AEC Project Manager & Growth Coordinator

Reports To: Heather Bemis, Founder & CEO

Employment Status: Part-Time

Schedule: Approximately 24 hours/week; Tuesday, Wednesday, and Thursday preferred

Compensation: \$55-\$65/hour, commensurate with experience

Location: Westminster, Colorado

Role Type: Experienced, client-facing project support and business growth role

Primary Responsibilities.

Project Management & Weekly Check-In Support

- Prepare for and support weekly project check-ins with architecture, engineering, owner, and consultant teams
- Track action items, decisions, open questions, commitments, deadlines, and follow-up needs
- Maintain project accountability tools, dashboards, schedules, and meeting documentation
- Identify overdue items, coordination gaps, decision delays, and project risks that need leadership attention
- Draft meeting agendas, summaries, follow-up notes, and client communications
- Support milestone planning sessions, SWAP Meets, peer reviews, and project workflow activities
- Help ensure project teams leave meetings with clear ownership, priorities, deadlines, and next steps
- Support SWAP leadership by taking ownership of recurring project management tasks and reducing follow-up burden

Client Communication & Facilitation Support

- Communicate professionally with clients, consultants, and project teams
- Support SWAP leadership in preparing for client-facing meetings and facilitation sessions
- Help translate complex project discussions into clear notes, action items, and accountability steps
- Monitor team responsiveness and follow up when commitments are incomplete or unclear
- Maintain a calm, neutral, organized presence in project communications
- Represent SWAP's voice: clear, professional, constructive, and accountability-focused

Business Development & Growth Support

- Support pursuit tracking, strategic outreach, client follow-up, and relationship management
- Assist with proposals, qualifications, service descriptions, resumes, and project cut sheets
- Support research and organization of prospective clients, teaming opportunities, and relevant industry connections
- Maintain CRM/contact records and support consistent business development follow-through
- Prepare materials for conferences, speaking opportunities, networking, and client meetings
- Support client gift strategies, outreach campaigns, and relationship-building efforts
- Help SWAP communicate its value clearly: risk reduction, project clarity, accountability, and better design-phase outcomes

Marketing & Communications Support

- Assist with LinkedIn posts, newsletters, service sheets, website updates, and thought leadership content
- Coordinate with team members on social media graphics, branded materials, and marketing schedules
- Help turn project observations, red flags, lessons learned, and SWAP concepts into usable content
- Support brand consistency across SWAP Integration and SWAP PM

SWAP PM Platform Support

- Assist with SWAP PM project setup, user support, and client adoption
- Help maintain project information, schedules, action items, and workflows within the platform
- Collect user feedback and communicate platform needs or issues to the Product Manager
- Support client training, onboarding, and documentation as needed

Operations & Internal Support

- Support internal process documentation, reporting, scheduling, and workflow improvements
- Help organize weekly priorities and reduce bottlenecks across client work and growth initiatives
- Participate in internal planning meetings and help convert ideas into assigned next steps
- Support special projects as assigned

Schedule & Work Environment.

This position is expected to work approximately 24 hours per week, with a preferred schedule of Tuesday, Wednesday, and Thursday.

The role will include regular business hours, with some flexibility depending on client meeting schedules and business needs. Availability during key client meeting windows is important, especially for weekly check-ins, project meetings, and internal planning.

The primary work location is SWAP Integration's office in Westminster, Colorado, with hybrid flexibility as appropriate. In-office presence is expected for onboarding, training, collaboration, business development planning, and project preparation.

Limited travel may be required for project meetings, planning sessions, conferences, client engagements, or company events. Travel requirements will be discussed and coordinated in advance.

SWAP values flexibility, accountability, professionalism, continuous improvement, and a positive team culture. The right person will communicate proactively, take ownership of their work, and help create calm structure in a fast-moving environment.

Qualifications.

Required Qualifications:

- 5+ years of experience in architecture, engineering, construction, owner's representation, design management, project management, or a closely related AEC role
- Working understanding of design phases, consultant coordination, project schedules, owner decisions, deliverables, and meeting follow-up
- Ability to communicate professionally with project managers, principals, owners, architects, engineers, and consultants
- Ability to step into client-facing support shortly after onboarding
- Strong written communication skills, especially meeting summaries, action items, follow-up notes, and client-facing documentation
- Excellent organizational skills and ability to manage multiple active projects
- Comfort tracking commitments, identifying overdue items, and following up with project team members
- Ability to bring calm, structure, and accountability to complex project conversations
- Proficiency with Microsoft Office, Google Workspace, and common project management tools

Preferred Qualifications:

- 7-12 years of AEC industry experience
- Architecture, engineering, construction, or owner-side project management experience
- Experience supporting principals, executives, project managers, or client-facing teams
- Familiarity with pull planning, lean design/construction, design management, or project controls
- Business development, proposal, or marketing experience
- CRM experience
- Canva or social media content experience
- Experience with facilitation, meeting management, or workflow/accountability systems
- Interest in improving how project teams communicate, coordinate, and make decisions



Success Traits:

- Organized and reliable
- Calm under pressure
- Proactive and self-directed
- Professional and client-ready
- Clear communicator
- Detail-oriented without losing sight of the bigger picture
- Comfortable following up with people
- Able to read the room and understand project team dynamics
- Curious about how projects work and why coordination breaks down
- Able to bring order to ambiguity
- Positive, collaborative, and coachable
- Interested in helping SWAP grow

Onboarding & Professional Development.

The first 30–90 days will focus on learning SWAP's services, project workflows, communication style, client expectations, and tools.

Initial onboarding will emphasize:

- SWAP Integration services and project delivery approach
- Weekly management and check-in workflows
- SWAP PM platform basics
- Client communication standards
- Meeting preparation and follow-up expectations
- Project documentation and accountability systems
- Business development and pursuit support
- Marketing and content coordination

Because this is an experienced role, the expectation is that the employee will begin contributing to client-facing project support as they become familiar with SWAP's process and standards.

Benefits.

This part-time position includes retirement plan eligibility, adjusted paid time off, and paid sick leave in accordance with Colorado requirements. Health insurance is not currently offered.

How to Apply.

If this role sounds like a fit, please send your resume and a brief note about your AEC experience and interest in SWAP Integration to **hbemis@swapintegration.com**. Please include **AEC Project Manager & Growth Coordinator** in the subject line.

We are excited to meet someone who is ready for a different way to practice and wants to help project teams work with more clarity, accountability, and momentum.