

# GREEN BUILDING UNITED

## Program Coordinator

Green Building United (GBU) is seeking a Program Coordinator to build on our 20-year history working in the sustainable building and climate resilience movement in the greater Philadelphia region, including the Lehigh Valley and State of Delaware.

### Organization Overview

Formed in 2001, GBU's mission is to foster transformative impact in our communities through green building education and advocacy. GBU is a 501c3 nonprofit organization with more than 600 members, and work areas divided among education, policy and advocacy, and strategic initiatives. GBU [is funded](#) through an even mix of memberships and corporate partnerships, major events, grants, and contracts. GBU is governed by [a 20+ person Board of Directors](#) and has five full-time staff. GBU's staff works collaboratively and engages frequently with the Board and other volunteers.

### Diversity, Equity, and Inclusion

GBU is committed to improving diversity and inclusion across the organization, including at the staff level, and strives to center equity and racial justice in our work. GBU can only realize its mission and goals effectively by achieving greater diversity - whether of race, gender, sexual orientation, or ability - among the stakeholders who inform and engage with our work. GBU crosses different professional disciplines, many of which are not diverse, but we are committed to being a resource within this community, [continuing our anti-racism work](#).

### Position Summary

The Program Coordinator will be responsible for supporting programmatic work that GBU leads in several exciting areas. Currently, these include Energy Benchmarking and Disclosure work in Pennsylvania and Delaware, the Building Energy Performance Policy in Philadelphia; the Philadelphia 2030 District; and other related education, advocacy, and strategic initiative efforts.

The Coordinator will work under the supervision of the Program and Communications Manager and the Director of Policy and Programs, and report to the Executive Director. All staff work collaboratively with the Board of Directors to achieve GBU's organizational goals, as laid out in the 2019-2021 Strategic Plan, with a focus on maintaining the strength and efficacy of current building performance programs. The Coordinator's key responsibilities include, but are not limited to, the following:

- Co-develop and implement program support strategy for current programs
- Support stakeholders (commercial building owners, educators, building professionals) with program compliance, including but not limited to phone and email communications
- Interface with government and utility partners on program implementation
- Support planning and communication for 2030 District participants

## Qualifications

Ideal candidates for this position will share a commitment to sustainability and green building practices and will bring a variety of experiences and attributes to GBU, including:

- Postsecondary degree and 3-5 years of experience in sustainability or a related field
- Experience interfacing with the public to provide guidance or support
- Mastery of Microsoft Office Suite products
- Experience with database management
- *Preferred:* Familiarity with Energy Star Portfolio Manager, sustainability and climate policy, as well as sustainable building certification programs such as LEED, Living Building Challenge, and Passive House

## Skills and Abilities

- Excellent written and verbal communications skills
- Demonstrated experience in handling large data sets and relational databases
- Creativity and enthusiasm
- Strong attention to detail and deadlines
- Ability to work independently and in collaboration with staff, Board, and other volunteer stakeholders
- Excellent problem solver
- Ability to analyze existing tools and structures and provide recommendations for improvements
- Enthusiasm for GBU's mission
- *Preferred:* Experience with CiviCRM, website management, e-newsletters, social media

GBU's office is in Center City Philadelphia. GBU staff are working remotely for the time being, but generally work in-person in the main office. GBU promotes a healthy work-life balance by maintaining flexible schedules for all staff. Ability to work outside of regular business hours for events, and for occasional day travel to areas throughout our region, including the Lehigh Valley and State of Delaware, is required (personal car not required). Residency in the region, or ability to commute, is required when in-person work resumes.

## Compensation and Benefits

This is a full-time contract position that offers competitive compensation commensurate with qualifications and experience, and excellent benefits including: health, dental, and vision, a 401k plan, commuter benefits, and access to a flexible spending account to pay for medical and dependent care expenses pre-tax. In addition, GBU offers paid time off and paid professional development opportunities. Starting salary \$45,000.

**Email your resume and cover letter to [info@greenbuildingunited.org](mailto:info@greenbuildingunited.org) with the subject line "Program Coordinator."** Applications will be considered until position is filled.

**Green Building United is an equal opportunity employer.**