



## **Community Climate Resilience Program Coordinator**

Green Building United (GBU) is seeking a Community Climate Resilience Coordinator (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, and 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 Community Climate Resilience Program Coordinator (Coordinator) will be responsible for supporting capacity building and program work to advance equitable, affordable, and climate resilient communities. The scope of work will include supporting the day-to-day work of the Housing Equity Repair and Electrification for Climate Justice (HERE4CJ) Coalition in Philadelphia, the Pathways to Green Schools Program in Delaware, and other related education, advocacy, and strategic initiative efforts as needed.

The Coordinator will work under the supervision of the Senior Director for Policy and Strategy and work closely with the Program 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 the current climate resilient communities portfolio.

The Coordinator's key responsibilities include, but are not limited to, the following:

- Co-develop and implement strategy for GBU's community climate resilience work
- Building capacity for climate resilience throughout GBU's entire region through coalition and program work
- Educate, engage, and mobilize stakeholders including community-based organizations, homeowners, schools, communities, and others on topics including but not limited to energy efficiency, electrification, health, and climate impacts

### **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 or 3-5 years of experience in sustainability, community organizing, community outreach, campaign work, nonprofit program management or a related field
- Experience in coalition building and facilitation including running group meetings and conducting one-on-ones
- Experience incorporating the perspectives of multiple communities, including communities of color, in the consideration of impacts and outcomes of a decision-making process
- Experience with program management including executing grant deliverables and managing stakeholders
- An understanding of the concepts of institutional and structural racism and bias and their impact on underserved and underrepresented communities
- Preferred: Familiarity with climate resilience concepts

### **Skills and Abilities**

- Excellent written and verbal communications skills including public speaking
- Ability to work with a diverse group of stakeholders toward a shared vision
- Ability to flex communication style to multiple cultural environments
- 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 strategy and provide recommendations for improvements
- Enthusiasm for GBU's mission

### **Compensation and Benefits**

This is a full-time 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 is \$45,000 - \$55,000.

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

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