



Program Coordinator – Delaware Programs

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 a mix of: memberships and corporate partnerships; major events; grants; and contracts. GBU is governed by [a 20+ person Board of Directors](#) and has seven full-time staff and one contract position. GBU's staff works collaboratively and engages frequently with the Board of Directors and with the organization's engaged and active 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 working on the ground in Delaware to coordinate and assist with Green Building United's Delaware-based programs. This role will be involved in multiple projects but the primary role will focus on working with a specific Northeast Wilmington neighborhood to: work closely with community partners to foster engagement and education opportunities on climate resilience and sustainability; listen and learn about residents' concerns regarding climate readiness in their homes and neighborhoods; identify ways their concerns can be addressed; determine whether and how Resilience Hubs can and should be developed in the neighborhood for climate/emergency readiness and response.

Central to this project approach is to enhance and collaborate with, not re-create or duplicate efforts that are underway. The first activity will be identifying and meeting with key partners and community stakeholders to gain understanding of needs/concerns and ideas for successful roll-out and

implementation of both community engagement and education. From this a coordinated work plan will be developed; tracking compliance and summary reports will be formulated. In the end of this year long project, an analysis of the feasibility and an implementation for establishing a resiliency hub will be developed.

The Program Coordinator will also work with the DE Pathways to Green Schools program to expand and implement a robust engagement methodology, working with partner organizations to strengthen the classroom program.

The Program Coordinator will work with the GBU Delaware Community Council to develop and grow community membership; work to solidify relationships with partner organizations; and provide support for community driven projects and efforts.

The Program Coordinator will work under the supervision of the Program Manager but will also work directly with the rest of the GBU staff and 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 the organization.

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

- Community engagement, coalition building, and community-led planning in an underserved community
- Assisting in developing a robust response to climate change in a low-lying, threatened community
- Working directly with teachers and building maintenance personnel to build-out and strengthen an existing program
- Working directly with outside organizations to build coalition and support advocacy efforts in the state
- Developing strong analytics around these programs to measure impact.

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:

- Undergraduate degree and 2-5 years of experience in nonprofit operations/management or a related field
- Experience with program management including executing programs and managing stakeholders and staff
- Excellent communications skills and experience using various visualization and communication platforms
- Experience incorporating the perspectives of multiple communities, including communities of color, in the consideration of impacts and outcomes of a decision-making process
- An understanding of the concepts of institutional and structural racism and bias and their impact on underserved and underrepresented communities
- Preferred: Familiarity with sustainability, and climate resilience concepts
- Preferred: Demonstrated skill in data analysis

Skills and Abilities

- Independent, self-directed team player
- Excellent written and verbal communications skills including public speaking
- Ability to work with a diverse group of stakeholders toward a shared vision
- 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

GBU's office is in Center City Philadelphia. 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 contract-based, full-time position that is funded for one year with a possibility of renewal. Annual compensation will not exceed \$50-52,000.

Email your resume and cover letter to jobs@greenbuildingunited.org with the subject line "Program Coordinator." Applications will be considered until position is filled.

Green Building United is an equal opportunity employer.