



U.S. GREEN BUILDING COUNCIL – COLORADO

The Green Building Community

USGBC Colorado
1536 Wynkoop Street,
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Denver, CO 80202
(303) 454-3391
www.usgbccolorado.org

LEED Workshop Coordinator

The US Green Building Council Colorado Chapter seeks applicants for a part-time hourly position. The LEED Workshop Coordinator will be responsible for a range of tasks related to planning and implementing LEED Workshops for 11 USGBC Chapters in the rocky mountain and central plains regions. This position will be based at our headquarters in Denver, CO. Telecommuting not available for this position. Reports to Director of Education.

Coordination of LEED Workshops

- Work with partnering Chapters to ensure core tasks are being completed according to the established timelines
- Coordinate and secure venue, A/V services, and catering for each workshop, working closely with collaborating Chapters
- Communicate with LEED faculty and schedule instructors for each workshop
- Enter each workshop into the registration system, monitor and update as needed
- Implement the marketing plan for each workshop, under the supervision of the Director of Education
- Provide customer service to individuals interested in registering for LEED Workshops
- Work with collaborating chapters to ensure adequate on-site staffing during each Workshop, and ensure that the necessary equipment, materials and supplies are available (e.g. laptop and wireless access, workbooks, sign in sheets, etc.)
- Complete post-workshop tasks including reconciling registration
- Other tasks and duties as assigned by the Director of Education

QUALIFICATIONS:

- Interest in and a desire to promote green building and the Chapter's mission;
- A bachelor's degree or higher; educational background in environmental education, science, or policy, or other relevant areas preferred;
- Strong interpersonal skills, including developing and maintaining relationships with volunteers and collaborators over a large geographic area;
- Highly organized with attention to detail, excellent communication skills (written and oral), and ability to work independently while working as part of a diverse team;
- Computer skills, including proficiency with MS Office required.
- Able to thrive in a dynamic, creative, and rapidly growing non profit environment;
- Experience working with a largely volunteer driven organization;
- Experience in and/or knowledge of green building preferred.

HOURS & COMPENSATION

This is a part time hourly position. Anticipated 10 to 20 hours a week on average. Wages based on experience.

To Apply: Send cover letter & resume **via email** to Jessica Pascoe, Director of Education (Jessica@usgbccolorado.org).
Deadline for all applications is February 16, 2010.

Timeline: The starting date for this position is on or before February 28, 2010, contingent on confirmation of funding.

USGBC Colorado is an equal opportunity employer