USGBC-LA Operations Intern
Assist the U.S. Green Building Council of Los Angeles (USGBC-LA) day to day operations and activities leading the local Green Building Movement. As our Operations Intern you will provide member support, database management, including data entry and reporting from our membership platform, developing operational templates, day to day office management and help execute on training and events. This internship is slated to begin in March 2020 and will work in a team environment supporting the USGBC-LA staff.

IDEAL CANDIDATE:
The ideal candidate is passionate about sustainability as a tool to drive cultural change. They are eager to promote green building practices and engage with our community, are innovative yet detail oriented.

TASKS:
- Assist Chapter staff with the management of the membership database and events platform. That includes data entry and the production of relevant reports.
- Assist with documentation gathering for grants application.
- Create and distribute certificates of completion after each training and include Continuing Education Unit information as required.
- Create post-survey/ evaluation course forms; report and analyze results.
- Assist with video recording sessions, webinars and live streaming events, trainings and workshops.
- Assist Chapter staff with collecting relevant data and information for a variety of programs and membership management.
- On-site support for training and events.

SKILLS NEEDED:
Applicant must be knowledgeable with:
- Windows, PowerPoint, Word and Excel or similar programs required.
- Effective interpersonal communication skills, both written and verbal.
- Ability to communicate professionally with all levels of management.
- GSuite, JotForm, TypeForm
- Familiarity with database management. Training on Neon CRM (our membership platform) will be offered.
- Familiarity with Zoom or other webinar platforms.

TIME COMMITMENT & COMPENSATION:
Expectation for this role is 15-20 hours per week at $15.00 per hour for three to six months.
For consideration, please submit your resume to jobs@usgbc-la.org.

ABOUT USGBC-LA:
USGBC-LA is about people – Passionate, practical, and informed professionals and advocates who work together to transform Southern California into a more sustainable region. USGBC-LA is the best place for anyone to learn the “why”, “who” and “how” of living sustainably, because business, as usual, is no longer an option. Volunteers and members believe in a sustainable built environment, gaining education, being exposed to innovation, and taking impactful action.