

USGBC-LA Program Coordinator

Join our growing team and support the [U.S. Green Building Council–Los Angeles'](https://www.usgbc-la.org/) (USGBC-LA's) initiatives in leading the local Green Building Movement. As our Program Coordinator, you will provide direct support across all of our programmatic work, including but not limited to our Green Homes Program, Green Schools Initiative, and Net Zero Accelerator. This position is slated to begin January 1, 2023 and will be an integral part of our small and mighty USGBC-LA team.

IDEAL CANDIDATE:

The ideal candidate is passionate about sustainability as a tool to drive cultural change. They are eager to help implement green building practices and engage with our community, are innovative yet detail oriented, flexible, social, and ready to get in the trenches to make things happen.

TASKS:

- Provide support for all initiatives, including but not limited to:
 - Assist with the development of a variety of toolkits and surveys related to specific programs, including survey data analysis;
 - Coordinate community outreach events and workshops related to our programs: manage workshop schedules, on-site support, and liaison with training partners, instructors and presenters;
 - Collect and analyze utilities data through Energy Star Portfolio Manager (ESPM) of properties participating in the Green Homes Program ;
 - On-site and remote support for the implementation of clean technology pilots (energy efficiency, data analytics, occupant health) at buildings participating in the Green Homes Program;
 - Project management, monitoring and verification support, and data analysis for technology pilots through the Net Zero Accelerator program.
 - Assist with educational content development for the Wildfire Defense Certificate program, as well as support related events and workshops;
 - Coordinate outreach, scheduling and perform visits at enrolled businesses for on-site assessments to check compliance with the LA Green Business Program;
 - Collect and input buildings, sites and infrastructure data into our EcoMapLA tool;
 - Assist with business outreach, survey data analysis and operations for the Healthy Building Alliance program;
 - Perform research and collect data for education content development.
- Assist with documentation gathering and scoping for grant applications and foundation proposals when applicable to our programs;



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- Coordinate with interns and/or volunteers to help achieve program goals.
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SKILLS NEEDED:

Applicant must be knowledgeable with:

- GSuite, PowerPoint, Word, and Excel or similar programs.
- Familiarity with Slack and other internal communication tools like Trello, etc.
- Familiarity with building design, operations and maintenance terminology.
- Green building professional certifications such as LEED, WELL, GPro, and more are a plus, but not required.

TIME COMMITMENT & COMPENSATION:

This a full-time, partially remote position, including healthcare coverage, 401k, unlimited vacation. Compensation will be commensurate with experience.

For consideration, please submit your resume to jobs@usgbc-la.org.

ABOUT USGBC-LA:

We're a member-based, non-profit organization representing green building and sustainability professionals in and around the Greater Los Angeles Region. We are passionate, practical, and informed advocates who work together to transform Southern California into a more sustainable region for all.

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. Our team believes in a sustainable built environment, gaining education, being exposed to innovation, and taking impactful action.