



USGBC-LA Community Coordinator

This position supports the U.S. Green Building Council Los Angeles' (USGBC-LA's) member engagement and community management leading the local Green Building Movement. As our Community Coordinator you will lead and grow our membership program, provide member support, database management, including data entry and reporting from our membership platform. You will help plan, implement, diversify, and expand our membership and member engagement, including execution on member related content and events. This position is slated to begin in January 2023 and will be an integral part of our USGBC-LA team reporting to our Director of Development.

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, flexible, social, and are very comfortable with online management tools.

TASKS:

- Support strategic development and lead engagement for our member program.
- Develop content for our Member Monthly newsletter, including coordination for member spotlights, blog engagement, and more.
- Oversee management of the membership database and CRM system, including data entry and the production of relevant reports.
- Assist with member and other community inquiries, including membership renewals, discount codes and account troubleshooting.
- Coordinate membership drive campaigns and volunteer support.
- Support diversity, equity, and inclusion efforts to expand the member base, including equitable access and representation to speaking roles, leadership, events, and training.
- Support member engagement through committee focused content and coordination, facilitating committee meetings as needed.
- Assist the local chapter leaders with organizing events and monthly meetings.

SKILLS NEEDED:

Applicant must be knowledgeable with:

- Google Workspace, 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.
- Ability to lead, inspire, and motivate others
- GSuite, JotForm, TypeForm
- Familiarity with database management. Training on Neon CRM (our membership platform) and Wordpress will be offered.
- Familiarity with Zoom or other webinar platforms.



TIME COMMITMENT & COMPENSATION:

This a full-time position, including healthcare coverage, 401k, unlimited vacation, and 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.