

## **USGBC-LA Sustainability Program Manager**

Join our growing team and support the [U.S. Green Building Council–Los Angeles](#)' (USGBC-LA's) initiatives in leading the local Green Building Movement. As our Sustainability Program Manager, you will provide management and direct support across all of our programmatic work, with a main focus on our [Green Homes LA Program](#). This position is slated to begin January 1, 2023 and will be an integral part of our small yet 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.

### **Key responsibilities include:**

- Plan, direct, coordinate and review the work plan for the [Green Homes LA program](#); manage and execute tasks to meet all grants deadlines and deliverables related to the program; prepare and deliver grants reports as required;
- Manage and perform outreach to building owners and property managers, coordinate and lead meetings to walk them through a menu of efficiency and electrification options available; establish an engaged relationship with the program participants;
- Perform on-site assessments and building walkthroughs to verify the feasibility of potential implementations through the [Green Homes LA program](#);
- 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; help deliver sustainability workshops at the participant buildings;
- Collect and analyze utilities data through Energy Star Portfolio Manager (ESPM) of properties participating in the [Green Homes LA 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;
- Serve as a subject matter expert and technical liaison with the internal Green Homes and Building Decarbonization Committees, Green Homes Advisory Group, and outside organizations including program partners, funders and grantors; technical advisors; service providers; government/regulatory agencies; and other key stakeholders;
- Assist with documentation gathering and scoping for grant applications and foundation proposals when applicable to our programs;



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- Manage support staff and coordinate with interns and/or volunteers to help achieve program goals.
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**MINIMUM QUALIFICATIONS AND SKILLS NEEDED:**

- BA/BS degree or equivalent in a business, engineering, environmental, or energy related discipline preferred; 3+ years of program management and related work experience
- Strong communication skills (written and oral)

Applicant must be knowledgeable with:

- GSuite, PowerPoint, Word, and Excel or similar programs.
- Familiarity with Slack and program management tools like Trello, Monday, 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 is 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](mailto: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.