



# U.S. GREEN BUILDING COUNCIL – COLORADO

## The Green Building Community

**USGBC Colorado**  
**1821 Blake Street**  
**Suite 3D**  
**Denver, CO 80202**  
**(303) 292-6181**  
**[www.usgbccolorado.org](http://www.usgbccolorado.org)**

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### **USGBC Colorado Coordinator**

The U.S. Green Building Council Colorado Chapter (USGBC Colorado) seeks applicants for a temporary full time position to coordinate a range of programs, and to provide staff support to organization volunteers and Chapter members. This position will be based at our headquarters in Denver, CO and may require travel to local communities around the state. Reports to Executive Director and the Director of Advocacy. This is a full-time, temporary position expected to last through May.

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#### **General Administrative Support (approx. 35%)**

- Provide administrative support to Executive Director and staff, including responding to phone and email messages, and other tasks related to the smooth operation of the Chapter office.
- Provide administrative support to various Chapter committees and workgroups.
- Work with staff & volunteers to maintain website, including updating content, & supporting branches & volunteers in maintaining web pages.
- Manage and provide customer service to individuals contacting the Chapter, purchasing publications, and registering for programs and events over the phone and via the web-based registration and ecommerce store
- Other administrative duties as assigned

#### **Committee & Volunteer Support (approx 35%)**

- Support volunteers and staff in coordinating programs, events, workshops, and other activities related to the Chapter's mission – including posting event registration on the website, and including information about events in regular communications.
- Work with staff and volunteers to ensure quality of local programming, consistency of communications and marketing efforts, and other central Chapter functions and resources.
- Work with staff & volunteers to publish bi-monthly Chapter newsletter, including the planning of content, editing submissions, and publishing newsletter to website.
- Other duties as assigned

#### **Coordination of Chapter Programs (approx 30%)**

- Coordinate LEED Workshops in Colorado, including marketing, logistics, and post-workshop reconciliation
- Coordinate and support additional Chapter Programs, including Exam Prep Courses and other programs and events
- Other tasks and duties as assigned

#### **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;
- Ability to work independently and as part of a team; self-motivated and
- Computer skills: proficiency with computers generally and specifically MS Office required. Experience with online website work (e.g. google docs, Wild Apricot, etc) a plus. Experience with Contribute or similar website editing tools also a plus.
- Able to thrive in a dynamic and creative nonprofit environment;
- Experience working with a largely volunteer driven organization;
- Experience in and/or knowledge of green building preferred.
- Knowledge of USGBC Colorado or other USGBC chapters highly desirable.

#### **HOURS & COMPENSATION**

This position is full-time, and the coordinator is expected to work 40 hours a week. Hourly wage commensurate with experience.

#### **Start Date**

February 7th

Please send a resume and cover letter with references to [deb@usgbccolorado.org](mailto:deb@usgbccolorado.org). Include the subject line: *Chapter Coordinator-First and Last Name*.

*USGBC Colorado is an equal opportunity employer*