



## Built Green Coordinator Job Posting

Reports to: Built Green Program Manager

Built Green is a nationally recognized green building certification program created and administered by Master Builders Association of King and Snohomish Counties (MBAKS). It exists to certify green homes, promote green building, and support members of the green building community. The team seeks to actively develop and maintain relationships across many facets of the industry and the community, including industry influencers, public sector partners, community partners, sponsors, and, of course, members. In this role, you will administer the program, act as the primary contact for members, assist with events, analysis, outreach, and more. We are looking for a self-driven, detail-oriented, and highly organized Coordinator who is passionate about sustainability and advancing green building in our communities. This position requires a significant amount of administrative work to maintain current Built Green systems.

**Hours:** Full time (40 hours per week). Hours are generally between 8 a.m. and 5 p.m. Occasional overtime and afterhours event attendance required.

**Salary and Benefits:** \$17.64 - \$21.01 per hour. Non-exempt, eligible for overtime. Excellent and comprehensive benefits.

**Start Date:** As soon as possible.

### Duties and Responsibilities

#### Administration

- Extensively manage program records and databases
- Act as primary point of contact for members and respond to inquiries
- Participate in and prepare minutes for meetings
- Prepare reports on program statistics and activities
- Analyze and improve routine operating practices to ensure smooth and efficient office operation

#### Education and Outreach

- Create and implement member outreach, recruitment and retention plans
- Help produce newsletter, blog posts, and social media content
- Provide significant assistance in coordinating events such as the Built Green Conference, which includes volunteer outreach and coordination, event marketing, speaker coordination, and organization of supplies
- Organize events such as member mixers
- Staff the Built Green booth at various events

#### Miscellany

- Provide support to the Program Manager
- Help with research and data evaluation related to Built Green and green building initiatives
- Perform other duties as required
- Participate in other Master Builders Association events as needed throughout the year

### Knowledge, Skills and Abilities

#### Requirements

- Bachelor's degree, preferably in environmental studies, urban planning, or related field
- Proficient with all Microsoft Office software, particularly Excel and Word
- Capability to heavily focus on detail and organization, with a high level of accuracy
- Excellent customer service abilities, including with diverse groups
- Ability to follow oral and written instructions
- Self-motivated and able to prioritize effectively

April 24, 2018

- Interest in green building
- Knowledge of Built Green

**How to Apply:** Email a resume and cover letter that describes pertinent professional and personal experience to Leah Missik at lmissik@mbaks.com with the subject line "Built Green Coordinator." Applications are due by May 31, 2018 and will be reviewed on a rolling basis.

*Master Builders Association of King and Snohomish Counties is an Equal Opportunity Employer.*

*Master Builders Association of King and Snohomish does not tolerate discrimination or harassment on the basis of race, color, creed, religion, national origin, alienage or citizenship status, age, sex, sexual orientation, gender identity or expression, marital status, disability, protected veteran status, genetic information, or any other basis protected by applicable law.*