Built Green Coordinator Job Posting

Reports to: Built Green Program Manager

Built Green is a nationally recognized regional residential green building certification program created and administered by Master Builders Association (MBA) of King and Snohomish Counties. It exists to certify green homes, promote green building abilities and knowledge of industry and consumer groups, and provide membership benefits through networking and marketing assistance. 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 Coordinator who is passionate about sustainability and advancing green building in our communities.

Hours: Full time (40 hours per week). Hours are 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.

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 monthly newsletter, periodic blog posts, and update web calendar
- Heavily assist 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
- Assist the Program Manager
- Help with research and data evaluation related to Built Green and green building
- 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
- High level of proficiency with all Microsoft Office software, particularly Excel
- Capability to heavily focus on detail and organization, with a high level of accuracy
- High level of customer service abilities, including with diverse groups
- Ability to follow oral and written instructions
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- Ability to self-motivate
- 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 August 26, 2016.

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