

BUILT GREEN COORDINATOR

Hours: 40 hrs/per week

Salary: Exempt

Location: 335 116th Ave SE, Bellevue, WA

Purpose: Working under the supervision of the Built Green Executive Director, the Built Green Coordinator is responsible for the general administration and secretarial duties of the Built Green program, a fast-growing, non-profit green home building program in the greater Seattle area. The Built Green program is one of the largest green home building programs in the country and is part of the Master Builders Association, the largest home builders association in the country with offices in downtown Bellevue.

Duties & Responsibilities

Administration

- Coordinate all Built Green correspondence
- Log phone calls to the Built Green office
- Prepare reports on program statistics and activities for budget preparation (annually), news articles (monthly), the Built Green News (monthly), and website (monthly)
- Manage program records, such as membership, projects certified, media, sponsors, etc.
- Oversee development and maintenance of a database for the program handbook, members and projects
- Participate in all committees including Executive, Steering and subcommittees.
- Record and disseminate Executive & Steering committee meeting minutes on a timely basis
- Monitor supplies: maintain stock of handbooks and other program materials – reorder/reprint as necessary; make sure materials are up-to-date
- Coordinate program reimbursements and purchase orders (ensure accurate charges and codes are submitted to the Finance department)
- Analyze and improve routine operating practices to ensure smooth and efficient office operation
- Enroll new builders/developers in the program including collecting money and distributing materials.
- Review finished project materials for accuracy and completeness, provide to Director for final review.
- Provide signed certificates and starter kits for all certified projects.
- Oversee the standards of information in the 'starter kits' for the Homeowner's Kit
- Manage website, including articles on the program, membership list, events calendar, program news, updated program materials (e.g. checklists) and abridged manuals.
- Maintain the Built Green Resource Library

Education & Outreach

- Schedule program orientations for new enrollees and steering committee members
- Co-instruct the Built Green Orientation bi-monthly
- Assist in the coordination of publicity efforts
- Staff and coordinate volunteers to staff the Built Green booth at the Seattle Homeshow (bi-annually)
- Manage the organization and operation, and assist in the planning, of the annual Conference
- Plan and develop educational outreach
- Publish *Built Green News* monthly
- Act as a liaison to Built Green Washington
- Manage updates to the Built Green Washington website
- Interact with vendors, members and the public to answer questions regarding the Built Green program

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Miscellany

- Assist the Director
- Supervise volunteers and/or interns
- Perform other duties as required
- Participate in other Master Builders Association event as needed throughout the year

Knowledge, Skills & Abilities

Requirements:

- Associates or Bachelors Degree
- Previous office experience (at least 1 year)
- Proficiency with Microsoft Office software
- Interest in green building
- Knowledge of Built Green
- Self-motivated, organized and detail-oriented
- Ability to follow oral and written instructions
- Good communication skills; able to communicate effectively both verbally and in writing with staff, members, and the public

Recommended:

- Experience in the green building or non-profit industry
- Good problem-solving skills
- Some knowledge of home building
- Good customer service skills
- Computer savvy

There may be opportunities for advancement in this position. The Built Green program is a rapidly growing, nationally recognized green home building program.

On your application please clearly indicate relevant education or knowledge in computer programs, environmental fields, construction, or management.

Please submit cover letter and resume.

CONTACT INFORMATION:

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