

Position:
**Project Manager/
Green Building Consultant**



Green Ideas
Environmental Building Consultants

Green Ideas Environmental Building Consultants provides support for building owners, architects, engineers and contractors who build high performance, sustainable buildings. Our services include educational programs, energy and water efficiency consulting, LEED project management and product evaluation and documentation services. The Green Ideas team manages more than fifty LEED projects representing over 16 million square feet of sustainable space. Due to both the technical knowledge and practical experience of our principals and consultants, Green Ideas has become a recognized leader in the green building industry throughout the United States.

DESCRIPTION OF POSITION

A Green Ideas Project Manager adds value to the building industry by demonstrating leadership, ability to clearly communicate, organizational and technical skills, knowledge, creativity and time management. An effective Project Manager/ Consultant provides clients with green building solutions, strategies and technologies to meet their objectives. The Consultant also manages by implementing those strategies and technologies through scheduling, communication, research and creative problem-solving. Our Consultants are efficient in organizing, documenting and finalizing projects to ensure that our clients are pleased with results and feel they have been provided a valuable service. A sincere interest in the advancement of sustainable building design is imperative to Green Ideas' team members.

RESPONSIBILITIES

- Develop working relationships with clients and team members via effective, professional communication, both written and verbal
- Advise clients regarding LEED and other sustainable building design, construction and management issues
- Research green building strategies and technologies for both internal purposes and client needs
- Prepare technical reports, tools, calculators, presentations and project narratives
- Lead prescribed meetings at each project phase, design through construction, facilitate communications between key project team members with regard to energy, commissioning, indoor air quality and other technical issues
- Organize and manage project information and documentation
- Assist in identifying and supporting new business development opportunities related to LEED and sustainable building design and operations
- Provide technical, organizational and scheduling support to senior level consultants

EDUCATION AND EXPERIENCE

- Degree in architecture, engineering, construction management, environmental management or related field
- 3+ years professional experience with demonstrated advancement in sustainable building design and construction
- LEED Accredited Professional
- LEED Project Management Experience
- Experience or involvement with USGBC
- Certifications from, or affiliation with, industry organizations in the building sector such as AIA, ASHRAE, AEE, CSI and USGBC are desirable

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SKILLS

- Ability to clearly and effectively communicate complex ideas and processes through strong language and writing skills
- Analytical skills for reviewing design and construction documents, technical data, regulations, standards and reports
- Expertize in MS Word, Excel, PowerPoint, Outlook and Project with an aptitude to learn new software (i.e., energy analysis; glazing performance analysis; life-cycle assessment; web-based tools)
- General understanding of the principles that guide environmental design
- Ability to synergize well with both project teams and the Green Ideas' team in a flexible and unpretenious manner

SALARY RANGE

TBD. Green Ideas offers a market-competitive salary that is appropriate to the applicant's experience level. Green Ideas also offers a market-competitive package of benefits.

APPLY FOR THIS POSITION

Please send a letter of interest and a resume to careers@Egreenideas.com