



Job Announcement

Title: ILBI Community Coordinator
Status: Regular, exempt position
Reports to: Community Coordinator, ILBI
Hours: Full-time
Starting Salary: Salary commensurate with experience
Location: Portland, OR

The Cascadia Green Building Council (Cascadia) and the International Living Building Institute (ILBI) seek a Community Coordinator to join our growing ILBI staff. The Community Coordinator will focus on programs that cultivate public engagement with the Living Building Challenge and retain ILBI members, primarily through the ILBI online Community and the Ambassador Program. The successful applicant must be a multitasking self-starter, with a passion for the environment, knowledge of online technologies and strong interpersonal and organizational skills.

The position will be filled in Portland, Oregon and will involve periodic travel within the Pacific Northwest and occasionally beyond. Cascadia also has staff and programs in Seattle, Washington, Anchorage, Alaska and Vancouver, British Columbia. Cascadia/ILBI offers a collaborative, team-oriented workplace that treats employees as responsible professionals. While the work is demanding, the hours are often flexible, benefits are generous, and good times are frequent.

Description of Duties

- Assist the Community Manager with a variety of public outreach programs and ILBI Community membership retention and growth.
- Facilitate the Ambassador Program, a network of international volunteers who give introductory presentation and create meeting groups, or “Collaboratives”, in their region to support the uptake of the Living Building Challenge (<http://ilbi.org/education/ambassador>). Sample tasks include:
 - support day-to-day operations, such as processing applications, presenter feedback, and data collection
 - maintain the Ambassador Network
 - process continuing education credits
- Act as Webmaster of the Living Building Community, an online forum. Sample tasks include:
 - support day-to-day operations (provide new members with web site access, welcome emails and basic training, etc.)
 - determine feasibility of and implement additional website functionality (e.g., case study database, member file sharing)
 - maintain membership database
 - send periodic newsletters to membership
 - respond to general program queries
- Implement social networking efforts to grow the online presence of the ILBI and the Living Building Challenge (e.g., Twitter, Facebook, FMYI, etc)

Qualifications

- Bachelor's degree in a field complimentary to job duties

- Knowledge of online platforms for social networking, and broad grasp of online communication strategies and implementation in general.
- Strong ability and affinity for basic office computer programs with the ability to learn new software applications. Hardware and software will be Mac based.
- Previous customer service experience is desired but not required.
- Friendly, outgoing nature and an eagerness to serve the public interest. A good sense of humor is greatly desired. An ability to go with the flow in a fast paced, high-energy organization is a key to success in this job.
- Demonstrated commitment to Cascadia's/ILBI's mission.

Compensation

Cascadia / the ILBI offers a highly competitive salary package commensurate to the candidate's experience, including an excellent benefits package (vacation, 403(b) match, medical and dental plan).

To Apply

Send (in one file) cover letter, resume and list of references to:

Employment@cascadiagbc.org, and include "ILBI Community Coordinator" in the subject line. No phone calls please.

Cascadia Green Building Council and the International Living Building Institute are equal opportunity / affirmative action employers.

Job applications must be received by September 24, 2010 to be considered for this position.