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www.cascadiagbc.org

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A CHAPTER OF THE US & CANADA
GREEN BUILDING COUNCILS



Job Announcement

Title: Living Building Outreach Director
Status: Regular, exempt position
Reports to: Chief Executive Officer (CEO)
Hours: Full-time
Starting Salary: Salary commensurate with experience
Location: Seattle, WA, Portland, OR or Vancouver, BC

Background & Scope of Responsibility

The Cascadia Region Green Building Council (Cascadia) seeks a Living Building Outreach Director to join our Research Department. The Living Building Outreach Director is responsible for initiating and overseeing communication among all enthusiasts of the Living Building Challenge (www.livingbuildingchallenge.org). The successful candidate will advance the program's integrity through the infusion of expert knowledge and share critical program information with individuals pursuing Living Buildings. The position may be filled anywhere in our three major markets (Portland, Seattle, and Vancouver, BC) and will involve considerable travel within the Pacific Northwest and occasionally beyond.

The Living Building Outreach Director will work with Cascadia's CEO and Research Director to create a cluster of expert advisor committees that will significantly contribute to the development of the Living Building Challenge User's Guide. In addition, the Living Building Outreach Director will drive a campaign to increase members of the Living Building Challenge Community. This work includes developing strategies, identifying a list of targeted allies, producing specific educational materials, conducting presentations, engaging individual and firm members, and providing one-on-one support to individuals and firms participating in the program.

The ideal candidate will have a proven track record as well as experience and clout in the building community. The candidate should have a working understanding of environmental issues in the green building movement and be experienced in making public presentations on these issues. Strong writing and listening skills are essential, as is the ability to manage several projects simultaneously under the pressure of tight deadlines.

Cascadia 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.

About the Cascadia Region Green Building Council

Cascadia promotes the design, construction and operation of buildings in Alaska, British Columbia, Washington and Oregon that are environmentally responsible, profitable and healthy places to live, work and learn. Incorporated as a 501(c)(3) charitable organization in December 1999, and incorporated in British Columbia under the Society Act in 2008, Cascadia is one of three original chapters of the United States Green Building Council. It is also the largest chapter of the Canada Green Building Council. The organization's annual operating budget is \$2.4 million with 16 employees and a 20 member volunteer Board of



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Directors. We enjoy broad and enthusiastic community support. Learn more about Cascadia at www.cascadiagbc.org.

Description of Duties

- Establish and oversee the six Living Building Challenge Petal Committees (one per program area: Site, Energy, Materials, Water, Indoor Quality, and Beauty + Inspiration). Each small group of experts will contribute knowledge and authorship to support the in-depth development of the Living Building Challenge User's Guide.
- Create copy for and edit the User's Guide.
- Manage the Living Building Challenge Community, an online website with all key resources for the program, such as the User's Guide, Cascadia-initiated studies, articles, and project team generated support information.
- Interact with and advise project team members via the Community Dialogue.
- Contribute to the evolution of future iterations of the Living Building Challenge.
- Promote the program through workshops, presentations, and public speaking engagements to building professionals, public agencies, community organizations, and the general public. Travel throughout the region and beyond is to be expected.
- Participate in project reviews – must be familiar with drawing packages, project manuals and specifications, and conventional design language.
- Help with strategic and business planning to contribute to the future of a rapidly growing international program.
- Assist fellow Cascadia staff and Board members periodically on other programs as needed.

Qualifications

- A passion for Cascadia's mission and an enthusiasm for representing a dynamic environmental organization.
- Self-motivation and initiative. Ability to work effectively with minimal direction: a self-starter.
- Minimum 5-10 years of experience in the green building sector with expert knowledge of green building design and construction practices, technologies and materials, and the ability to articulate the environmental, health, and economic benefits of green building.
- Bachelor's degree as a minimum with Master's Degree preferred. Professional degree related to building industry strongly desired (architect, engineer, interior designer, etc.)
- A LEED Accredited Professional. Hands-on experience working on a project pursuing the Living Building Challenge is preferred, but not required.
- Polished oral and written communications skills.
- Proven project management experience, with excellent organizational skills, attention to detail and discretion with confidential information.
- Demonstrated ability to work with a variety of people representing different organizations, backgrounds and experiences.
- Experience effectively managing staff and volunteers.
- 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 pace, high-energy organization is a key to success in this job.
- Strong, compelling presentation skills and knowledge of presentation tools like PowerPoint or Keynote.
- Self-sufficient office skills: ability to work with MS Word, MS Excel, MS PowerPoint. Hardware and software will be Mac based.



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Compensation

Salary range is commensurate with experience. Excellent benefits include three weeks of paid vacation annually, fully paid health and dental insurance for employee and all legal dependents, and employer contributions to a retirement fund equal to 8% of gross salary.

To Apply

No calls, please. The position will be open until filled, but we will begin reviewing resumes and setting up interviews after January 23rd. Send cover letter and resume via email (preferred) to joanna@cascadiagbc.org with the subject line of "Living Building Outreach Director".

Cascadia is an equal opportunity employer.