



Portland  
721 NW 9TH AVE. #280  
PORTLAND, OR 97209  
503.228.5533 (ph)  
503.914.1749 (fax)

Seattle  
410 OCCIDENTAL AVE. S.  
SEATTLE, WA 98104  
206.223.2028 (ph)  
206.260.2450 (fax)

Vancouver  
1100-111 DUNSMUIR ST  
VANCOUVER, BC V6B 6A3  
604.909.9559 (ph)  
604.608.9353 (fax)

Anchorage  
901 PHOTO AVENUE  
ANCHORAGE, AK 99503  
907.632.5212 (ph)  
907.563.4572 (fax)

[www.cascadiagbc.org](http://www.cascadiagbc.org)

**BOARD OF DIRECTORS:**

LUCIA ATHENS  
City of Seattle Green Building  
Team

LYNN BARRETT  
Paragon Modular Interiors

JOHANNA BRICKMAN  
Zimmer Gunsul Frasca

CLARK BROCKMAN  
SERA Architects

TERESA COADY  
Bunting Coady Architects

RALPH DINOLA  
Green Building Services

MARK FRANKEL  
New Buildings Institute

DOUGLAS KEARSLEY  
Kearsley Construction

DEBRA LARUSSON  
Province of British Columbia

RANDELL LEACH  
ShoreBank Pacific

TOM MARSEILLE  
Stantec

BRENDA MARTENS  
Recollective

DALE MIKKELSEN  
Simon Fraser University

THOMAS NELSON  
Mithun

CLAUDIA NEWMAN  
Bricklin Newman Dold

MELISSA PETERSON  
Enterprise Community Partners

DAVID RAMSLIE  
The City of Vancouver

LAURI STRAUSS  
kpb architects

KATHY WARDLE  
Busby Perkins + Will

DENNIS WILDE  
Gerding/Edlen Development

STAFF:  
JASON F. MCLENNAN, CEO

A CHAPTER OF THE US & CANADA  
GREEN BUILDING COUNCILS



## Job Announcement

**Position Title:** Oregon Office and Program Assistant (internship)

**Reports to:** Assistant Oregon Director and Assistant Director of Operations

**Duration:** September 22, 2008 – December 15, 2008. A longer duration may be negotiated

**Hours/week:** 20-25 hours

**Compensation:** No financial compensation is available.

### Position Description

*The Cascadia Region Green Building Council (Cascadia) Oregon Office and Event Assistant will work with the Oregon office staff to assist with administrative, event coordination and communications tasks. This position is ideal for a student or young professional looking for experience in a growing, mission-driven organization.*

### Responsibilities

#### Primary:

- Be able to communicate and promote Cascadia's mission, Signal Issues, and programs to a wide audience in a variety of sessions
- Answer the general Cascadia phone, assist callers with their questions (research answers when necessary), and/or direct calls to the appropriate staff person
- Establish and maintain electronic and paper files and records for the office
- Assist with planning, on-site logistics, and follow-up tasks for workshops and other events
- Assist with logistical coordination for 2009 program planning
- Conduct research to assist with programming
- Take detailed notes at meetings and prepare meeting minutes
- Assist with website maintenance, such as calendar postings, news updates, job postings, and other website editing
- Assist with marketing and outreach for workshops and events
- Provide miscellaneous office support and administration including but not limited to photocopying, faxing, general office organization, errands, and mailing
- Maintain a professional appearance and demeanor

#### Secondary:

- Assist with coordination for Living Future 2009, e.g. logistical coordination, website maintenance, vendor communications, research, etc.
- Assist with special projects as needed

### Characteristics

- Energy and passion for green building
- Profound desire to help reduce the environmental impacts of buildings and communities
- Positive attitude, sense of humor, desire to learn, and grow personally and professionally
- Excellent time management, communication and personal effectiveness skills
- Well-organized, detail oriented, thorough and diligent
- Ability to meet deadlines and work independently in a fast-paced environment
- Ability to exercise judgment, common sense and patience; ability to solve problems
- Curiosity, flexibility, creativity and enthusiasm
- Personal integrity – Cascadia is guided by a strong moral and ethical underpinning



Portland  
721 NW 9TH AVE. #280  
PORTLAND, OR 97209  
503.228.5533 (ph)  
503.914.1749 (fax)

Seattle  
410 OCCIDENTAL AVE. S.  
SEATTLE, WA 98104  
206.223.2028 (ph)  
206.260.2450 (fax)

Vancouver  
1100-111 DUNSMUIR ST  
VANCOUVER, BC V6B 6A3  
604.909.9559 (ph)  
604.608.9353 (fax)

Anchorage  
901 PHOTO AVENUE  
ANCHORAGE, AK 99503  
907.632.5212 (ph)  
907.563.4572 (fax)

[www.cascadiagbc.org](http://www.cascadiagbc.org)

### **Qualifications**

- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community
- Excellent written and verbal communication skills
- Knowledge of office management principles and procedures
- Ability to work independently with little direct supervision
- Information research skills
- Solid skills with Word, Excel, Power Point, E-mail

### **Other Desirable Qualities**

- Experience working in a professional office setting

### **Benefits**

This is an excellent opportunity for a highly motivated and enthusiastic individual who is interested in being part of a dynamic and fast-growing non-profit organization with a critical environmental mission to:

- Gain knowledge of green building and sustainability issues
- Networking opportunities with green building professionals
- Help a local non-profit and have fun!
- Orientation and training
- Meetings for support and ongoing education

### **To Apply**

No calls, please. We will be reviewing résumés and setting up interviews for the week of September 8, 2008. Send cover letter and résumé via e-mail (preferred) to [jenny@cascadiagbc.org](mailto:jenny@cascadiagbc.org) with the subject line of "Oregon Office and Program Assistant."

For more information about Cascadia Region Green Building Council please, visit our website at [www.cascadiagbc.org](http://www.cascadiagbc.org).