



Job Description: Education/Membership Manager

U.S. Green Building Council Middle Tennessee

Posting Date: January 9, 2012

Application Deadline: February 10, 2012

U.S. Green Building Council Middle Tennessee is a 501c3, and its mission is to further USGBC's mission of transforming the way buildings and communities are designed, built and operated, enabling an environmentally and socially responsible, healthy and prosperous environment that improves the quality of life in Middle Tennessee.

www.USGBCMidTN.com

www.USGBC.org

Purpose

The **Education/Membership Manager** supports strategic goals, maintains consistencies and promotes the USGBC name and mission in Nashville and throughout Middle Tennessee. This position focuses on the following areas of impact: Education/Programs, Membership and Communications. This role also involves limited Logistics and General Administrative support. S/he drives revenue through educational and membership opportunities. The **Education /Membership Manager** handles multiple responsibilities, works in all aspects of the educational development of professionals and the general public, volunteer management and membership development, marketing/PR and event management. This person is a strategic thinker who is action-oriented and follows through.

This person is a partner – within the organization and the community. This role supports the Chapter and its Members whenever possible through additional duties as they arise. The role is part-time with a maximum of 30 hours/week. Over time, it will grow to a full-time job with 2 weeks paid vacation/year plus 5 Personal Days.

Requirements

- Green building experience
- Proficient in Powerpoint, Excel, Word and Outlook
- Handles multiple priorities simultaneously
- Comfortable learning computer programs
- Resourceful problem-solver
- Flexible with schedule
- Superb recommendations
- Reliable transportation
- Professional and positive attitude
- Able to work from own home or Executive Director's home
- Able to stand on feet for extended periods of time
- Able to lift 25 lbs.

Preferences

- LEED AP or LEED GA
- Passion for non-profits
- College degree

Next Step:

Send cover letter and resume to:

Executive Director, Megan McInnis

Email: Megan@USGBCMidTN.com