

**Job Title:** Coordinator, Green Campus Building Service

**Department:** Harvard Green Campus Initiative

**Reports To:** Manager, Green Campus Building Service

**Position Summary:**

The Harvard Green Campus Initiative is hiring a full time staff person to coordinate energy management strategies, implement energy conservation measures and project manage a range of campus sustainability projects for a wide variety of departments and faculties across Harvard University. Particular focus will be placed on project management, in which the coordinator will prioritize, cost out and implement a myriad of energy conservation projects while working directly with contractors. Additionally, the position will track utility data for multiple properties, and work closely with property managers to monitor utility usage and share best-practices. This position will require extensive field work and significant coordination between building owners, operations staff and private contractors.

Two coordinator positions are available within the Green Campus Building Service. One position will coordinate multiple projects for various clients at Harvard, while the second position will focus in detail with one client.

**Duties and Responsibilities:**

The position will:

- Have a direct report to the HGCI Manager of the Green Campus Building Service.
- Work with vendors and contractors to develop cost / benefit analyses for specific energy and conservation projects.
- Manage project implementation as necessary.
- Secure energy conservation rebates from local utility providers.
- Maintain database of conservation measures
- Monitor utility consumption across a diverse building portfolio.
- Provide detailed reports and formal presentations that advise Harvard building owners on the most cost effective energy management projects and practices.
- Identify ongoing energy management opportunities and continuous commissioning strategies.
- Work on other projects as assigned, such as training programs, energy competitions, and bio-fuels.

**Requirements:**

Related undergraduate and/or graduate degree.

The ideal candidate will demonstrate a real understanding of building systems (lighting, HVAC etc) specifically in relation to utility conservation and a proven ability to work cooperatively with a diversity of individuals to achieve project goals. Direct experience with high performance buildings and project management is preferred, but not necessary.

A passion for environmental work is essential along with an ability to adapt to a fast-paced environment with multiple priorities, advanced communication skills and demonstrated competencies for engaging in institutional change. Qualified applicants must also have excellent team skills balanced with abilities to self initiate; must be able to understand and synthesize the thoughts of others; must have good attention to detail; must be experienced with computer based work and must be very fast learners.