

Job Title: Program Coordinator, High Performance Building Service

Department: Harvard Green Campus Initiative

Reports To: New Construction Program Manager

Position Summary:

The Harvard Green Campus Initiative (HGCI) is an inter-faculty initiative that promotes sustainability across the university. The HGCI's High Performance Building Service provides green building consulting to Harvard project teams. Consulting services encompass a range of offerings to ensure cost effective green buildings that provide improved indoor environments for occupants and have reduced harmful effects on the natural environment. For more than a dozen projects this includes project management of the US Green Building Council's (USGBC's) Leadership in Energy and Environmental Design (LEED) certification process and working as the owner's representative to champion sustainability throughout the design and construction process. HGCI is seeking a full time (40 hours per week), term position – Program Coordinator, New Construction Program. There will be a large learning component in the first few months of this position to gain full proficiency and fluency in these tasks.

Duties and Responsibilities:

- Reports directly to the Program Manager, HGCI New Construction Program.
- Assists with all tasks involved in delivering a range of LEED certification services (both New Construction and Renovation projects) to project teams and specific clients throughout Harvard University.
- Provides ongoing administrative support in managing and completing all related LEED submittals as needed.
- Attends project meetings and effectively works with design and construction teams to promote sustainable design and construction and ensure adequate accountability.
- Participates as a member of the overall HGCI team, generally contributing to the well being of the organization.

Requirements:

- Bachelor's degree required;
- Demonstrated attention to detail, and the ability to manage multiple priorities;
- Excellent writing and editing skills;
- Ability and willingness to work in a fast-paced, continually adapting work environment;
- Excellent communication skills, with the capacity for developing and maintaining strong client relationships across a highly decentralized university management structure;
- Must have a strong interest in the technical, design, engineering and management associated with reducing environmental impacts through better building design and construction;
- Demonstrated willingness and ability to learn new technical skills quickly and efficiently;
- LEED project experience preferred but not required

Technology Skills Required:

- Proficiency in MS word, Excel, PowerPoint and ability to learn software such as AutoCad and eQuest as needed.