



## GREEN BUILDING ALLIANCE

### Research & Resource Assistant (Part-Time)

#### Organizational Mission

*Green Building Alliance (GBA) is a nonprofit organization that advances economic prosperity and human wellbeing in Western Pennsylvania by driving market demand and facilitating green building practices and products that have minimal impact on the natural environment.*

#### Position Overview

- GBA is seeking a part-time Research & Resource Assistant who has the primary responsibility of helping to conduct research; develop and organize information, tools, and resources; and respond to general and project-related inquiries.
- This position reports directly to the Manager of Special Projects & Technical Assistance.

#### Duties

- Create green building information deliverables, including green building fact sheets.
- Assist in gathering information for website, electronic newsletters, directories, and other publications.
- Give and create presentations and introduction packets for basic green building and GBA information.
- Assist in compiling and publishing a monthly electronic newsletter which highlight events and announcements in the green building community.
- Collect and synthesize quarterly regional green building benchmark data for publication in March, June, September, and December.
- Track and analyze a database of past and current green building projects in Western Pennsylvania for website case studies and annual “Shades of Green” publication.
- Manage and edit in-house reference library collection, including subscriptions and purchase of new publications, as well as stocking magazine and literature rack.
- Review and be conscious of new green building journal articles.
- Respond to inquiries for information on green building issues, green building products, and green building services by e-mail, phone, and in-person to both the general public and professional constituencies.
- Perform additional duties and responsibilities related to the operations of GBA, as assigned by the Manager of Special Projects & Technical Assistance and Executive Director.

#### Required Skills & Abilities

- Excellent written and verbal communication skills. ***Candidates are strongly encouraged to submit writing samples, including any print work or presentations developed.***
- Possess interest in sustainability and green building practices, as well as the ability to convey GBA mission-centered messaging to diverse membership and constituency.
- Knowledge of Microsoft Office programs (Outlook, PowerPoint, Publisher, Word, and Excel).

Where necessary, assist with components of the following GBA Programs:

- Education Programs

- Green Building Products Initiative
- Pittsburgh Climate Initiative
- DASH: Database for Sustainable and High Performance Buildings

**General Requirements:**

- This position requires a commitment of 20 hours per week at GBA's offices on the South Side of Pittsburgh.
- To meet the physical requirements of this job, the *Research & Resource Assistant* must be able to climb three flights of stairs.

This position will be open until filled, with an anticipated start date of October 5<sup>th</sup>. GBA offers competitive salaries and excellent benefits in a great working environment. If interested in applying, please send cover letter and resume for immediate consideration to [hr@gbapgh.org](mailto:hr@gbapgh.org).