



## **PROGRAM ASSOCIATE**

Driven by an ambitious strategic plan to further the implementation of carbon drawdown and sustainability strategies in buildings and communities, the Illinois Green Alliance has expanded education and community program offerings to better reach new audiences and inspire climate action locally. To advance these initiatives, Illinois Green is seeking an energetic and skilled professional with a wide range of administrative, event management, and technical skills to assist and implement educational events, member programs and services, and coordinate administrative functions of the organization. The Program Associate will support the projects and programs of both staff and volunteer-based committees to advance the green building industry and sustainable communities in Illinois.

The Program Associate reports directly to the Associate Director and collaborates closely with other Illinois Green staff on a variety of tasks, programs and projects.

### **Primary Responsibilities:**

- Maintain and manage database of member, volunteer, and sponsor information.
- Manage correspondence with new members and lapsed members.
- Assist in development of flyers and promotional materials for events.
- Assist with event planning, logistics and correspondence for organizational programs, events and meetings.
- Manage outreach and communication with event and program attendees.
- Provide day-of support for programs and events (some evening event support will be required).
- Provide member support via phone and email inquiries.
- Assist with electronic communications (Constant Contact), website content (Wordpress), and online event registration system (Wild Apricot).
- Assist with various administrative duties related to Illinois Green programs, events, and initiatives.
- Attend regular volunteer committee meetings and programs.

### **Qualifications/Skills:**

- Strong interest in sustainability, community engagement and/or non-profit administration.
- Proactive, self-starter with the ability to work independently.
- Advanced knowledge of Microsoft Office Suite.
- Good written and oral communication skills.
- Strong project management skills.
- Event coordination experience.
- Knowledge or interest in managing website content and event registration system.
- Ability to manage multiple projects and tasks simultaneously.
- Experience working collaboratively with volunteers.

**Education:**

Bachelor's degree from an accredited college or university preferred.

**Salary and Benefits:**

Salary is commensurate with the relevant professional experience. Illinois Green Alliance offers a competitive benefits package.

**Apply:**

**Resumes and cover letters** should be emailed to: Katie Kaluzny at [kkaluzny@illinoisgreenalliance.org](mailto:kkaluzny@illinoisgreenalliance.org) or mailed to: 222 Merchandise Mart Plaza, Suite #1502; Chicago, Illinois 60654.

*Please submit your resume and cover letter by February 13, 2019.*

**About the Illinois Green Alliance:**

The Illinois Green Alliance (formerly USGBC-Illinois) is a member funded and directed non-profit organization working to transform the region's built environment to become ecologically sustainable, profitable, and healthy. We accomplish this through education, advocacy and collaboration.

Founded in 2002, Illinois Green Alliance is the state's only non-profit organization focused solely on green building and community design, construction, and maintenance with a membership that spans the entire spectrum of the Illinois green building community. We engage community leaders and utilize member expertise in education and community outreach through targeted programs and initiatives focused around green homes, communities, schools and existing buildings. Our members are driven by a belief that sustainable technology and building practices are key to strengthening neighborhoods and improving the quality of life for everyone.

Believing that the wide array of perspectives resulting from diversity and inclusion allows all organizations to be more effective, we are committed to promoting diversity and inclusion in philanthropy and the nonprofit sector. We are also dedicated to greater diversity and inclusion within our own organization and provide equal opportunity to people of all races, ethnicities, religions, genders, sexual orientations, gender identifications, abilities, incomes, marital statuses, ages, geographic locations, philosophies, and veteran statuses in all levels of staff and governance. Illinois Green Alliance is an equal opportunity employer and will not discriminate against any employee or applicant on the basis of race, color, national or ethnic origin, religion, age, sex, disability, pregnancy or veteran status.