

Purpose: A **Sustainable Facilities Mentor** at Illinois Green Alliance is a skilled professional who can help a community organization prioritize sustainable operations in their facility and provide support pro-bono to achieve their goals.

Sustainable Facilities Mentors are volunteers for Efficient Chicago, an Illinois Green program where staff and volunteers support nonprofit and affordable housing buildings with energy and water efficiency, waste management, and air quality strategies in their existing facilities.

Length of Appointment: A Sustainable Facilities Mentor will participate for approximately **one (1) year** (12 months from being accepted into the program), complete training workshops (approximately the first 3 months) and commit to 9 months of building support (as needed by the organization). A Sustainable Facilities Mentor may continue to serve as a volunteer following the completion of the first year, if they choose.

Key Responsibilities: A Sustainable Facilities Mentor:

- 1) Attends all training workshops and completes all suggested homework.
 - 2) Reaches out to a nonprofit or community organization with which they have a connection to discuss opportunities to support sustainable operations goals.
- OR**
- 3) Works with a nonprofit or community organization with which Illinois Green has a connection to support sustainable operations initiatives in their facility.
 - 4) Connects with the organizational contact to understand their goals for the sustainable operations of their building.
 - 5) Works with the organization to enter at least 1 years' worth of energy and water data into ENERGY STAR Portfolio Manager to benchmark the building's existing conditions.
 - 6) Helps the organization set up an energy assessment with ComEd and Peoples Gas and attends the report out of the assessment (if possible) to help the building management consider their energy efficiency options.
 - 7) Conducts a water walkthrough (waste and/or air quality walkthroughs are also an option and at the discretion of the organization's needs) and shares findings in a written report, with suggested next steps.
 - 8) Helps coordinate a green team with the organization, and supports the green team leader during the first meeting.

Volunteer Role: Sustainable Facilities Mentor



Time Commitment: The estimated time commitment for a Sustainable Facilities Mentor is approximately **8-12 hours per month** throughout the year of engagement. Time may be more or less depending on organization needs and participation.

Location: ***Due to the COVID-19 Pandemic, volunteering will be virtual for the foreseeable future. Volunteers must be comfortable with virtual training workshops (held via Zoom) and virtual connections with community organizations.***

Qualifications: A Sustainable Facilities Mentor **must be a current member of Illinois Green Alliance**, or willing to join as of the first day of volunteer training.

A Sustainable Facilities Mentor should also:

- Be aware of and interested in sustainability topics like energy efficiency, water efficiency, or waste management; experience may be helpful, but is not required.
- Be interested in talking with others about sustainability and sharing information and skills.
- Be comfortable speaking with new contacts and in front of small groups.

Support Provided: A Sustainable Facilities Mentor will be provided with the following resources and support from Illinois Green Alliance:

- 8-part training workshop series (over 3 months).
- Facility walkthrough checklists.
- Communication examples and templates.
- Monthly check-ins with Illinois Green staff and volunteer cohort.

Efficient Chicago Program Manager is available to provide assistance, as needed.

Volunteer Benefits: A Sustainable Facilities Mentor will receive the following benefits for participating:

- After completion of the volunteer training, a volunteer's Illinois Green Alliance membership will be renewed for 1-year.
- Opportunity to attend one (1) full-day credentialing course (such as BIT Bootcamp, GPRO, or others) hosted by the Illinois Green Alliance for free.
- Complimentary ticket to Illinois Green's Annual Meeting and Volunteer Celebration and other events, as applicable.
- Approx. 13 hours of general CMP hours (self-reported) for LEED GA or LEED AP accreditation renewal (certificate of completion provided).

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