



Education & Operations Associate

Posted on May 13, 2022

[Illinois Green Alliance](#) is seeking an Education & Operations Associate to build on our nearly 20-year history working in the green building and sustainable communities movement in Illinois.

Organization Overview

Formed in 2002, Illinois Green Alliance's mission is to foster transformative impact in our communities through green building education and advocacy. Illinois Green is a 501(c)(3) nonprofit organization with more than 600 members and work areas divided among education, policy and advocacy, and strategic initiatives. Illinois Green is funded through a mix of memberships, sponsorships, events, and grants. The organization is governed by a 12-person Board of Directors and has five full-time staff. Illinois Green's staff works collaboratively and engages frequently with the Board and other volunteers.

Position Summary

To advance these initiatives, Illinois Green is seeking an energetic and skilled professional with a wide range of administrative, event management and project management skills to assist, oversee and implement educational events, provide membership and volunteer support, and coordinate administrative functions of the organization. The Education & Operations 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 Education & Operations Associate reports directly to the Associate Director. The Associate collaborates closely with other Illinois Green staff on a variety of tasks, programs, and projects.

Primary Responsibilities:

- Oversee and support the volunteer-led Programs Committee in implementing between 12-16 webinars, building tours, and in-person education sessions annually
- Lead and interface with the Auxiliary Board to provide strategic support to Illinois Green's mission
- Support development and implementation of annual one-day education conference
- Lead event planning for the annual Women in Green Luncheon, annual Holiday Party, and quarterly member engagement events
- Support event and program partnerships with like-minded organizations
- Manage outreach and communication with event and program attendees
- Provide day-of support for programs and events

- Coordinate with staff to engage, track and recognize volunteers for all programs and committees
- Maintain CRM for management of member, volunteer, and event attendee information
- Manage correspondence with new members and renewing members
- Provide member support via phone and email inquiries
- Assist with electronic communications and online event registration system
- Assist with various administrative duties related to programs, events, and initiatives

Qualifications & Skills

- Proactive, self-starter with the ability to work independently
- Ability to manage multiple projects and tasks simultaneously
- Advanced knowledge of Microsoft Office Suite
- Advanced knowledge of Zoom webinar platform & its integrations
- Some familiarity with CRM systems
- Good written and oral communication skills
- Event coordination experience
- Experience working collaboratively with volunteers
- Interest in sustainability and green buildings

Illinois Green is currently in the process of securing new office space in Chicago (within the Loop or West Loop). The new office location will be easily accessible by public transportation. Illinois Green promotes a healthy work-life balance by maintaining flexible schedules for all staff. All staff must have the ability to work outside of regular business hours for events, and for occasional day travel to areas throughout our region (personal car not required). Residency in the region, or ability to commute, is required. Employees currently have the option to work remotely 2 to 3 days per week.

Compensation and Benefits

This is a full-time position that offers competitive compensation commensurate with qualifications and experience, and excellent benefits including: health, dental, and vision, a 403b plan. In addition, Illinois Green offers paid time off and paid professional development opportunities. Starting salary is \$32,000 - \$42,000, commensurate with experience.

Illinois Green Alliance is an equal opportunity employer.

Illinois Green is committed to improving [diversity and inclusion](#) across the organization, including at the staff level, and strives to center equity and racial justice in our work. Illinois Green can only realize its mission and goals effectively by achieving greater diversity—whether of race, gender, sexual orientation, or ability—among the stakeholders who inform and engage with our work.

Email your resume and cover letter to Katie Kaluzny at kkaluzny@illinoisgreenalliance.org with the subject line “Education & Operations Associate.” Applications will be considered until the position is filled.