

Sustainable Facilities Mentor - Volunteer Role Description

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 support nonprofit and community buildings with energy and water efficiency, waste management, and air quality strategies in their existing facilities.

Commitments and Responsibilities

A Sustainable Facilities Mentor will participate for **one year** (12 months from being accepted into the program). A Sustainable Facilities Mentor may continue to serve as a volunteer following the completion of the first year if they choose.

A Sustainable Facilities Mentor is expected to:

- 1) Attend all training workshops.
- 2) Reach out to a nonprofit or community organization to discuss opportunities to support sustainable operations goals **OR** work with a nonprofit or community organization with which Illinois Green has a connection.
- 3) Work 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.
- 4) Help the organization set up an energy assessment with ComEd and Peoples Gas and attend the report out of the assessment (if possible) to help the building management consider their energy efficiency options.
- 5) Conduct a water, waste, and air quality walkthrough and share findings in a written report, with suggested next steps.
- 6) Help coordinate a green team with the organization and support the green team leader during the first meeting.



Sustainable Facilities Mentors

The estimated time commitment for a Sustainable Facilities Mentor is approximately **2-5 hours per month** throughout the year of engagement. Time may be more or less depending on organization needs and participation.

Location

Trainings will be held virtually, with in-person site assessments. Trainings will be approximately 6-8 hours per month for two months. Volunteering with your building will likely be a hybrid of in-person and virtual work, depending on the agreement between you and the organization.

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 Given to Mentors

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

- Training workshop series (over first 2 months, plus additional training opportunities throughout the year).
- Facility walkthrough checklists.
- Communication examples and templates.
- Regular check-ins with Illinois Green staff and volunteer cohort.

For any questions or additional information, contact

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