

Canada Green Building Council (CaGBC)

Position: LEED® Canada Senior Development Coordinator (two positions)

Location: Vancouver

Post Date: 10 March 2008

Close Date: 31 March 2008

Job Purpose

Reporting to the Leadership in Energy and Environmental Design (LEED) Technical Manager, the LEED Canada Senior Development Coordinator supports content adaptation, development and improvement of LEED Canada's certification system and supporting materials. He/she oversees related work done by contractors and consultants, and liaises with the Operations Task Force, stakeholders and others. As Senior Coordinator, he/she plays a key role in imparting technical knowledge, and advice to other LEED Coordinators. The Senior Coordinator facilitates collaboration among the team of Coordinators; ensuring work schedules/plans are coordinated, team meetings are organized as required, and that administrative processes and systems are designed, implemented and maintained in support of LEED development activities. The Senior Coordinator also prepares research and reports.

Key Responsibilities

LEED Content Adaptation and Development

- Working with the LEED Technical Manager, coordinates and oversees technical content development of LEED Canada certification system;
- Maintaining current knowledge and intelligence on technical, regulatory and market factors that will influence adaptation and development;
- Compile information, synthesize and prepare briefing documents for the LEED Development Committee's relevant Task Forces
- Incorporate feedback from the member consultation processes into information packages for Task Forces, Technical Advisory Groups (TAGs), and pilot projects;
- Overseeing and directing work of contractors;
- Providing technical quality assurance of product development (such as Existing Buildings) and ensuring consistency between LEED products.

Stakeholder Liaison

- Liaising with and fulfilling information requests from volunteers, members, stakeholders, the US Green Buildings Council and others on related activities.

Team Collaboration, Planning and Coordination

- Working closely with the LEED Technical and Program Managers to ensure timely completion of LEED Canada adaptation deliverables;

- Ensure work schedules/plans are coordinated;
- Organize team meetings as needed;
- In consultation with managers, design, implement and maintain administrative processes and systems for LEED development activities;
- Managing web-based collaborative workspace (with support of Admin Coordinator);
- Coordinating web and teleconference meetings.

Research and Reporting

- Compile, analyze and synthesize and prepare research reports and briefing documents;
- Coordinating research among the LEED Coordinators team.

Other

- Recommend changes for continuous improvement in systems and processes;
- Tasks as requested by the LEED Technical Manager.

Key Contacts

Primary contacts for this position are:

- 1) LEED Technical Manager
- 2) LEED Program and Program Delivery Managers
- 3) LEED Development Committee's Adaptation Task Forces
- 4) Contractors

Skills, Knowledge, Abilities

- Excellent communication and interpersonal skills;
- Strong problem solving skills; creative thinker with ability to anticipate future requirements for successful project and work outcomes;
- Advanced knowledge of LEED rating system application and environmental certification, preferably in Canada;
- Technical knowledge of green operations and maintenance practices related to commercial, institutional and industrial buildings;
- Flexibility to adapt to an ever-changing work environment and ability to exercise judgment in decision making when faced with uncertainties;
- Demonstrated ability to manage contracts with consultants and contractors;
- Able to work independently and manage a demanding multi-task workload;
- Aptitude for detail and effective at timely completion of deliverables.

Education/Qualifications

- University degree in a related area;
- 5 years+ professional experience in building operations, maintenance, design, construction or building science research;

- Experience with development, implementation or management of environmental certification systems;
- Word, Excel, PowerPoint, Outlook, Adobe Acrobat; experience with project management, database and web editing tools;
- Bilingual (English and French) preferred, but not essential.

Salary

- Range \$51,000 to \$61,000

Start dates

- One position will begin immediately
- One position will begin June 16, 2008

To apply

Please e-mail a cover letter and resumé with the subject line "LEED Canada Senior Development Coordinator" to ldhaliwal@cagbc.org before 5:00 pm PDT, Monday, March 31, 2008.

No telephone calls, please. We thank all interested candidates; however, only those selected for an interview will be contacted.