

# Associate Director, GPRO@Work Program

*Join NYC's most impactful team working to decarbonize buildings for healthy and resilient communities.*

[Urban Green Council](#) is seeking an experienced, driven and creative **Associate Director** to join our Education team, and manage **GPRO@Work**, a comprehensive onsite training and coaching program that helps facilities teams improve their building's performance.

Urban Green creates and delivers impactful education and workforce development programs that accelerate the decarbonization of buildings for healthy and resilient communities.

Working with and reporting to the Senior Director of Education, the Associate Director will act as the GPRO@Work program lead, and work directly with clients and their facilities teams to create and implement training programs that build upon their employees' existing skills. This position will provide the qualified candidate broad latitude to promote a culture of training and sustainability with measurable results.

More information about the GPRO@Work program can be found on our [website](#).

*Though Urban Green Council is a hybrid workplace, the Associate Director must live in the greater NYC area and be able to attend regular in person meetings, events, and activities in New York City. All Urban Green staff are required to be fully vaccinated against Covid-19.*

## The person who will best succeed in this role:

- **Has experience, knowledge and enthusiasm about high-performance building and sustainability;** this person has a minimum of 10 years total work experience in architecture, engineering, sustainability, energy efficiency, green building operations or a related field. They have an interest and curiosity about green building, its systems, and its practitioners.
- **Is an engaging communicator with excellent interpersonal skills;** this person has a natural gift for rallying, inspiring and organizing others to take action; they value long-term industry relationships and can instinctually evaluate ideas and situations to quickly identify the right course of action to take. They communicate well with a wide variety of stakeholders by making everyone feel heard and artfully facilitating interesting and engaging discussions.
- **Possesses excellent project management and collaboration skills;** this person has experience planning and executing projects using strategic and creative problem-solving. They have strong critical-thinking skills and a resourceful approach to helping teams achieve their goals. They thrive in a dynamic, mission-driven work environment and enjoy collaborating on a small team.
- **Is a systems thinker with great organizational skills;** this person enjoys completing detailed tasks and can methodically create, manage and implement multiple parallel projects, while communicating the status to all stakeholders. This person enjoys taking ownership of and improving internal processes.

## Other qualities we are looking for include:

- Experience coaching teams
- Management and supervisory experience

## Key Responsibilities

As the Associate Director of GPRO@Work, you'll be at the forefront of a mission to decarbonize buildings for healthy and resilient communities. Your role will evolve, offering further opportunities to lead and innovate. Current responsibilities include:

- **Lead GPRO@Work's Growth:** Take charge of the GPRO@Work program, guiding clients to achieve energy performance goals that enhance their building's sustainability and resilience.
- **Hands-On Client Engagement:** Work closely with clients and their facilities teams to design and implement cutting-edge training programs that deliver real results. Facilitate workshops, coaching sessions, and client meetings that inspire meaningful change.
- **Create Impactful Training:** Develop customized, hands-on training materials that not only educate but empower teams to implement best practices in building operations.
- **Project Leadership:** Oversee every aspect of project management, from setting goals to tracking progress, ensuring that all GPRO@Work initiatives are delivered on time, on budget, and with excellence.
- **Be the Go-To Expert:** Serve as the main point of contact for GPRO@Work, keeping everyone aligned and informed as you coordinate with stakeholders to ensure project success.
- **Drive Business Development:** Cultivate strong relationships with industry partners, represent GPRO@Work at key industry events, and contribute to the development of innovative proposals for new projects.
- **Lead Contract Negotiations:** Negotiate and manage contracts with partners, subject matter experts, and funders, ensuring that all agreements contribute to the long-term success of GPRO@Work.
- **Ensure Impactful Reporting:** Manage the reporting and tracking of all grant-funded activities, ensuring GPRO@Work continues to meet and exceed expectations.

## Benefits and Compensation

The salary range for this position is \$90,000 - 94,000 and offers will be made commensurate with experience. Benefits include:

- 100% employee coverage for medical and dental insurance
- 401k with 4% employer match
- Half days on Fridays year round, full Friday closure in June, July & August
- 15 vacation days in the first year, 8 paid holidays, and 2 personal days
- Office closure between Christmas and New Years
- 100% employee coverage for Life, Short Term and Long Term Disability Insurance

## How to Apply

If you are interested in this position, please fill out this [application form](#). After submitting your application, you can expect to hear from our hiring team regarding their decision within a few weeks. You may reach out to [jobs@urbangreencouncil.org](mailto:jobs@urbangreencouncil.org) with any questions, but applications received by email will not be reviewed.

## Diversity, Equity and Inclusion Statement

We believe the path to decarbonizing buildings and creating healthy and resilient communities includes a diverse team of people with different backgrounds, experiences, and perspectives. At Urban Green Council we are committed to championing diversity, equity and inclusion across all areas of our organization, including our recruitment and hiring practices. We encourage you to apply if you are excited about this

position and can see yourself in this role, even if your experience doesn't align perfectly with every qualification listed.

*Urban Green Council is proud to be an equal opportunity employer and does not discriminate based on race, religion, color, national origin, sex, sexual orientation, gender identity, age, veteran status, disability status, or any other applicable characteristics protected by law.*

If you need a reasonable accommodation during the application or interview process, please email [jobs@urbangreencouncil.org](mailto:jobs@urbangreencouncil.org).

### **Urban Green's Organizational Values**

- **Excellence:** We strive for innovative high-quality programs and ideas.
- **Inclusion:** The diverse voices and backgrounds of our employees, board of directors, members, and partners make us stronger.
- **Collaboration:** We believe consensus delivers better solutions and teamwork is essential to our success.
- **Engagement:** We promote a culture of performance, participation, and curiosity.