HIGH PERFORMANCE BUILDING INITIATIVE INTERN DESCRIPTION
U.S. Green Building Council - Missouri Gateway (Part-time)

The U.S. Green Building Council – Missouri Gateway Chapter seeks an energetic and skilled part-time intern with a wide range of administrative, organizational, and technical skills to assist with general Chapter operations. The internship position will report to the Executive Director and support the activities the St. Louis Regional High Performance Building Initiative, a project organized by the St. Louis Regional Chamber and the U.S. Green Building Council – Missouri Gateway Chapter to increase focus on greening existing buildings and building performance and increase the square footage of third-party verified green space in the St. Louis region. Through the HPBI, USGBC & the St. Louis Regional Chamber recently launched the 25 x 20 Voluntary Energy Benchmarking Campaign, encouraging the region to reduce building energy consumption by 25% by 2020.

Primary Responsibilities
- Assist Chapter staff with various duties related to the development of marketing and outreach materials for the High Performance Building Initiative and the 25 x 20 Voluntary Energy Benchmarking Campaign, such as event flyers and promotional materials.
- Maintain posts and updates regarding green building news and program announcements on HPBI website and social networking accounts
- Solicit and compile relevant case studies, events and resources to share with 25 x 20 participants and on the HPBI website.
- Conduct outreach to encourage participation in 25 x 20 Energy Benchmarking Campaign.
- Assist 25 x 20 participants with benchmarking their buildings through ENERGY STAR Portfolio Manager when appropriate.
- Perform general clerical work including letter writing, filing, copying, etc. (spreadsheets).
- Answer email and return messages as appropriate.
- Other administrative duties.

Prerequisite Skills
Ideal candidate will have:
- Good written and oral communication skills
- Enthusiasm and interest in sustainability
- Working knowledge of Microsoft Office including: Word, Excel, PowerPoint, and Outlook
- Ability to manage multiple projects and tasks simultaneously
- Flexibility
- Ability to work independently

Optional Skills
- Ability to use a variety of business software social media and web editing tools
- Familiarity with ENERGY STAR Portfolio Manager

Other Requirements
- Ability to drive a car or commute to and from the Chapter office and event locations
- Ability to work some evenings
- Ability to lift objects up to 25 lbs
- Ability to walk up and down several flights of stairs
Additional Position Information
This is a part-time, temporary internship to begin as soon as June 2014 and last through August or mid-September depending on availability.
Minimum of 6 hours per week, maximum of 12 hours per week

Compensation – Maximum stipend of $2,000 available depending on intern’s availability and experience.

Please send a cover letter and resume by Thursday, May 22, 2014 to:
Emily Andrews
Executive Director
U.S. Green Building Council – Missouri Gateway Chapter
emily.andrews@mobot.org

No phone or in person inquiries, please.

About USGBC-Missouri Gateway Chapter
The U.S. Green Building Council is the nation’s foremost coalition of leaders from across the building industry working to promote buildings that are environmentally responsible, profitable and healthy places to live and work.

Since the Missouri Gateway Chapter of the U.S. Green Building Council was founded in 2001, membership has grown to over 500 individuals representing every segment of the building industry: architecture; engineering; construction; landscape architecture; interior design; product manufacturing and sales; facilities management; insurance; real estate; federal, state and local government and non-profit organizations, all sharing a common vision to create a more sustainable built environment.

USGBC- Missouri Gateway Chapter has seven active volunteer-based committees: Advocacy, Green Schools, Higher Education, Membership, Marketing, Program, and Technical Committees, and three working groups: Growing Green Awards, Scholarships and Emerging Professionals.

USGBC- Missouri Gateway Chapter is an equal opportunity employer.

For more information on USGBC- Missouri Gateway Chapter, visit www.usgbc-mogateway.org.