



## **Employment Opportunity: Event Coordinator and Communications Specialist**

### **About New Buildings Institute**

New Buildings Institute (NBI) is at the forefront of a wide range of national and regional policy, program and technical initiatives focusing on high-performance buildings. Widely respected in the industry for its leading-edge thinking on improving building performance, NBI is a nonprofit, mission-driven organization committed to making a difference. We work with national, regional, state and local NGO's, agencies, utility groups and companies to promote improved energy performance in commercial buildings. Projects include building research, design guidelines, policy and code activities focused on making buildings better for people and the environment.

### **About the Position**

Our Event Coordinator and Communications Specialist must have event management and communications or marketing experience working in the energy efficiency and/or green building field. Candidates should be motivated, detail-oriented, organized and able to jump right into working with an inspired group of self-starters. Strong creative, writing and editing skills are a must. You'll work with our team to manage logistics and outreach on NBI events and webinars, support content management and promotion of NBI materials that drive better energy performance and reduce the carbon impact from the built environment. We are seeking someone who can think outside the box and get things done. NBI is a small group of passionate and highly dedicated individuals who believe strongly in our mission and are intent on achieving our goals.

### **Responsibilities include:**

- Facilitating logistics and promotion for educational outreach activities such as conferences, workshops and webinars to various stakeholder audiences
- Acting as a point of contact for our various stakeholders and users of our tools and resources
- Supporting the promotion of NBI tools and resources to targeted audiences
- Supporting sponsor outreach and other client relations activities
- Supporting writing and editing of communications documents
- Supporting content management of website material, messaging documents, factsheets and other NBI outreach materials
- Tracking and collecting media coverage using Google alerts or other means
- Tracking and assessing web analytics using Google analytics

### **The successful candidate will have:**

- Experience and deep interest in working in energy efficiency, green building or sustainability field
- Experience working collaboratively with a variety of professionals to support their communications needs
- Demonstrated writing skills (samples will be required)

- Exemplary copy editing aptitude and grammar competency
- Strong organizational skills, but also flexibility and adaptability
- Ability to take initiative, own and complete projects and multitask
- Highly capable in Word, Excel, PowerPoint and WordPress
- Demonstrated design capabilities for presentations, web pages, collateral, etc., experience with the Adobe Creative Suite is preferred
- Website programming or video experience a plus
- BA in communications, marketing or other related field

**Details**

This position will be located at NBI's Portland, Oregon, office. NBI is involved in projects all over the United States, and occasional travel will be expected as part of the position. Travel expenses are reimbursed. This is a full-time position, salary commensurate with experience. A comprehensive benefits package is offered for this position.

**To apply**

Email a cover letter and resume to [info@newbuildings.org](mailto:info@newbuildings.org). Address your cover letter to:

Mary Hansel, Controller  
New Buildings Institute  
623 SW Oak, Third Floor  
Portland, Oregon 97205

References and a writing sample may be requested later. For more about New Buildings Institute, visit [www.newbuildings.org](http://www.newbuildings.org).

New Buildings Institute is an equal opportunity employer.