



Green Certifications Associate

ORGANIZATIONAL OVERVIEW

Green Coast Enterprises develops real estate and performs a continuum of real estate services focused on urban areas in need of community renewal located in the Southeastern United States, with a special focus on coastal areas threatened by climate change. Our projects are profitable, and they result in economically vital, environmentally superior spaces that are healthy and exciting for their users.

GCE Services is the consulting arm of the business providing energy efficiency and green building services to municipalities, schools, commercial and multifamily developers and utilities.

Title:	Green Certifications Associate
Years Experience	1+ years' experience in construction, architecture, green building or related field
	1+ years' experience in the energy efficiency space preferred
Location:	New Orleans, LA

Job Overview

Green Coast Enterprises seeks exceptional staff members to support the implementation of projects that increase the energy efficiency and durability of building stock in the Gulf Coast region. The Green Certifications Associate is responsible for maintaining client relationships, delivering assigned tasks on time and budget, and communicating any issues that may arise to management and clients in a timely manner. The Green Certifications Associate supports the Green Certifications team, performing construction inspection site visits, facilitating contactor engagement, and managing owner communication.

Key Responsibilities/ Accountabilities

The Green Certification Associate will be responsible for the following primary activities:

- Engaging with clients and maintaining long-term relationships.
- Managing budgets and timelines for assigned tasks.
- Conducting site visits on construction sites.
- Managing contractors and identifying problems on sites.



- Reporting to management on status of projects.
- Other duties as assigned.

Basic Qualifications

- Experience in construction, architecture, green building or related field
- Strong organizational skills, attention to detail, ability to work successfully with limited direct supervision.
- An orientation towards meeting goals and deadlines.
- Demonstrated interpersonal, problem-solving and teamwork skills, and the ability to collaborate with different levels of an organization, both internally and externally.
- Ability to multitask across multiple clients or projects at a given time
- Strong computer skills, including: MS Word, MS Excel, MS PowerPoint, internet research, and Adobe Suite.
- Experience interacting with diverse populations and demographic groups
- Strong time management skills
- Professional demeanor and attitude

Desired Qualifications:

- HERS Rater Certification
- Familiarity with Fortified Certification
- 1+ years' experience with energy modeling software
- 1+ years' experience with Energy Star, Enterprise Green Communities, LEED or other green certification

Professional Skills

- Sound business ethics, including the protection of proprietary and confidential information
- Ability to apply detailed knowledge of organizational procedures to make independent decisions and serve as a credible resource for a senior management team
- Ability to work with all levels of internal staff, as well as outside clients and vendors
- Excellent problem-solving skills with ability to analyze situations, identify existing or potential problems and recommend solutions

GCE Services, LLC, provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.