



Green Certifications Specialist

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 Specialist
Years Experience	3+ years' experience with energy modeling, HERS rating, Energy Star Version 3, Enterprise Green Communities, and Ekotrope
	2+ years' experience with multifamily energy modeling preferred.
Location:	New Orleans, LA

Job Overview

Green Coast Enterprises seeks exceptional staff members to support the implementation of projects to improve the energy efficiency and durability of the building stock in the Gulf Coast region. The Green Certifications Specialist responsible for maintaining client relationships, delivering projects on time and budget, managing the team on a variety of projects. The Green Certifications Specialist supports the Green Certifications team, providing energy modeling, construction site visits, green certification guidance, contactor engagement, and owner education.

Key Responsibilities/ Accountabilities

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

- Managing delivery of projects through all phases to completion.
- Engaging with clients and maintaining long-term relationships.
- Managing budgets and timelines.
- Overseeing certification of projects under appropriate green building standards including Enterprise Green Communities, LEED, BPI and HERS.
- Conducting site visits on construction sites.
- Managing contractors and identifying problems on sites.



- Reporting to management on status of projects.
- Engaging other staff on projects where appropriate and managing their work.
- Managing the maintenance of the certification of Green Coast staff
- Identifying and planning the achievement of new certifications for staff
- Other duties as assigned.

Basic Qualifications

- 3+ years' experience in construction management, architecture, green building or related field
- 2+ years' experience with energy modeling, HERS rating, Energy Star Version 3, Enterprise Green Communities, and Ekotrope
- 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.
- Strong computer skills, including: MS Word, MS Excel, MS PowerPoint, internet research, and Adobe Suite.
- Ability to multitask across multiple projects and clients at a given time
- Experience interacting with diverse populations and demographic groups
- Strong time management skills
- Professional demeanor and attitude

Desired/Preferred Qualifications:

- 5+ years' experience in construction management, architecture, green building or related field
- HERS Rater Certification
- LEED AP Certification
- Experience with Fortified Certification
- 2+ years' experience with multifamily energy modeling

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.