

ASSOCIATE MANAGER, PROGRAMS

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

[Urban Green Council](#) is seeking an experienced, driven and knowledgeable **Associate Manager for Programs** to join our Education team. Reporting to the Senior Director of Education, the Associate Manager for Programs will be responsible for the creation and execution of live and recorded educational events, and support the development of on-demand courses for building professionals. These events will help Urban Green tackle the most pressing climate change, energy efficiency and green building challenges in New York.

Urban Green Council's educational programs are the go-to resource for the region's sustainability community: architects, engineers, contractors, tradespeople, policymakers, nonprofit leaders, energy consultants, and building owners and operators. Annually, over 2,500 people attend our [educational events](#) on climate policy, green technologies, advancements in building practices, and changes to codes.

Though Urban Green Council is a hybrid workplace, the Associate Manager for Programs 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:

- **Authentic knowledge and enthusiasm about high-performance building and sustainability;** this person has a minimum of 5 years total work experience in or adjacent to a field related to green building. They have a genuine interest and curiosity about green building and its practitioners.
- **Possesses excellent event planning, project management and collaboration skills;** this person has experience planning and executing events, they are strategic and creative at problem-solving, with strong critical-thinking skills and a resourceful approach to conceiving and executing engaging programs; They thrive on a small team and in a dynamic, collaborative and mission-driven work environment.
- **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 improving internal processes and systems such as simplifying event registration, or rethinking how we partner with other organizations;
- **Is an engaging communicator with excellent interpersonal skills;** this person is a strong writer whose visual presentation skills can convey complex topics with clarity; the Associate Manager for Programs values long-term industry relationships and enjoys connecting with members of our audience to better understand the types of programming we should develop. They communicate well with a wide variety of stakeholders while making everyone feel heard.

Other qualities we are looking for include:

- **Management and supervisory experience**, including managing volunteers and supporting the growth of entry-level team members.

Key Responsibilities

The responsibilities of the Associate Manager for Programs will evolve over time, but current key duties include:

- **Produce Live Educational Events:**
 - Work with the Senior Director of Education to develop innovative program content that aligns with the organization's goals and objectives.
 - Develop, coordinate, and implement all event logistics for approximately 24 annual live in-person and online events including [Urban Green Live](#), webinars, tours, and our annual [conference](#). Logistics include coordinating registration and check-in, AV, refreshments, and securing continuing education credits.
 - Represent Urban Green at events by welcoming speakers and guests, making public announcements, managing relationships with external partners, and serving as the main point of contact for attendees, speakers, staff, and volunteers.
 - Collect and analyze post-event evaluations and statistics, including attendee surveys, to guide future programming.
- **Create Additional Educational Content**
 - Produce and manage our [Building Tomorrow podcast](#) featuring short interviews with changemakers.
 - Manage all logistical aspects of recorded, online programming, including coordinating speakers and post-event editing.
 - Manage the development of case studies highlighting green building strategies, techniques and technologies.
- **Outreach and Promotion:**
 - Work with the Communications team to promote events widely using existing and new outreach channels.
 - Develop and maintain relationships with partner organizations to expand our audience by cross-promoting events.
- **Volunteer Outreach and Management**
 - Coordinate 2 volunteer committees: a *Monthly Programs Committee* that advises on event content and an *Emerging Professionals Committee* that creates networking and professional development opportunities for young professionals, including planning, coordinating and facilitating regular committee meetings and managing committee communication.
 - Recruit, select, and onboard a diverse group of committee members annually.

Benefits and Compensation

The salary range for this position is \$64,000 - \$69,000 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 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.

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.