

## PROJECT MANAGER, EDUCATION

Urban Green creates and delivers impactful education and workforce development programs that accelerate the decarbonization of buildings for healthy and resilient communities. Urban Green is seeking a motivated, detail-oriented Associate Manager to manage education projects from inception through delivery.

This person will work with the entire Education team to help manage all phases of our projects and ensure that deadlines are met, and that stakeholders have all the information they need to complete the work successfully. Projects to be managed include: curriculum development process for new and existing courses, grant writing for new funding opportunities, and executing programs and conferences. Reporting to the Senior Director of Education, the Associate Manager will play a critical role in the growth of the organization.

*Though Urban Green Council is a hybrid workplace, the Associate Manager must live in the greater NYC area and be able to attend regular in-person meetings in Manhattan. Infrequent travel may be required for trainings or conferences.*

### The person who will best succeed in this role:

- **Has experience managing detailed projects involving multiple stakeholders and overlapping deadlines.** This person enjoys handling details and can methodically manage multiple projects running in parallel, while improving internal processes such as simplifying budget spreadsheets, or rethinking project tracking.
- **Is a process thinker with great organizational skills and an eye toward continuous improvement.** This person is a problem-solver who thrives in small companies and solves problems creatively and with stakeholder input. They anticipate potential roadblocks and develop a plan to address them.
- **Is a clear communicator** and enjoys developing relationships with colleagues and people across the building sector. This person has a high degree of situational awareness, and can communicate with a wide range of stakeholders.
- **Enjoys taking initiative** and feels a sense of ownership through managing projects from start to finish. They are a critical team player who helps the team manage and deliver projects on time.
- **Thrives in a collaborative work environment**, and has a natural inclination to assist and support colleagues.

### A few other qualities we're looking for include:

- **Five or more years of experience** in work relating to project management, ideally in non-profit organizations.
- **Enthusiasm about sustainability;** has a passion for sustainability and the built environment.
- **Excellent writing and interpersonal skills.**

## KEY RESPONSIBILITIES

### 1. Initiate & Scope Projects

- Support project ideation, partner outreach, and grant/RFP proposal development.
- Define scope, goals, deliverables, timelines, and budgets in collaboration with the Education team.
- Lead project kickoffs and align internal and external stakeholders.

## **2. Execute & Coordinate**

- Manage day-to-day project activities across multiple concurrent projects.
- Coordinate staff, consultants, and partners to ensure timely completion of deliverables.
- Maintain clear documentation, project plans, and communication channels.

## **3. Track, Adjust & Communicate**

- Monitor progress against timelines and budgets.
- Identify risks or bottlenecks and propose solutions.
- Provide regular status updates and manage expectations with stakeholders.

## **4. Lead Grant Reporting**

- Collect documentation, metrics, and narratives for funders and partners.
- Coordinate invoicing and project close-out.
- Capture lessons learned and support continuous improvement of systems and processes.

### **Compensation**

The salary range for this position is \$65,000 - 70,000 per year, depending on experience.

Benefits include:

- 100% employee coverage for medical and dental
- 100% employee coverage for Life, Short Term and Long Term disability insurance
- Minimum 15 vacation days in the first year, 8 paid holidays, and 2 personal days
- 401K plan with employer contribution
- Office closure between Christmas and New Years
- Half-day Fridays year-round, Full Friday closure from Memorial Day to Labor Day

### **How To Apply**

If you are interested in this position, please complete the [application form](#). After submitting your application, you can expect to hear from our hiring team regarding a decision within a few weeks. You may reach out to [jobs@urbangreencouncil.org](mailto: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](mailto: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.