

Associate Manager, Programs and Engagement

Urban Green Council is seeking a highly organized, creative, and mission-driven **Associate Manager for Programs and Engagement** to coordinate major initiatives advancing building performance and sustainability in New York City. This role plays a central part in engaging external stakeholders, managing projects, and delivering high-quality programs and events that support Urban Green's mission to decarbonize buildings for a healthy and resilient future.

The Associate Manager has two core areas of responsibility:

- Managing Urban Green's supporting role in the New York City Accelerator program
- Managing Urban Green's public program in collaboration with senior leadership

NYC Accelerator helps building owners comply with Local Law 97 and improve building performance across New York City. In this role, the Associate Manager will support coordination between Urban Green and the NYC Accelerator team to ensure deliverables and engagement activities run smoothly. Responsibilities include developing webinars and presentations, supporting outreach strategy, reviewing website and program content, facilitating training sessions, and coordinating across internal teams and external partners.

The Associate Manager will also oversee Urban Green's public programs, including coordinating the Monthly Programs Committee, supporting program development and planning, securing speakers, and collaborating on new formats. This role will help grow Urban Green's audience and programming—currently webinars, podcasts, and in-person events—while ensuring programs are thoughtful, engaging, cutting-edge, and well-executed.

This is an external-facing role that engages regularly with Urban Green's network across the green building and sustainability community—including building owners, engineers, policymakers, advocates, and industry partners. The Associate Manager will help ensure Urban Green is a leader in the building market and that our programs and convenings reflect the priorities and challenges facing the building sector.

Reporting to the Senior Director of Development and Communications, the Associate Manager will work across Urban Green teams—including research, policy, education, and development—to support project coordination, stakeholder engagement, and program delivery. This is a highly cross-functional role, well-suited for someone who is a self-starter and enjoys managing complex initiatives, building relationships, and helping ambitious programs succeed.

Urban Green Council is a hybrid workplace; employees must live in the greater NYC area and be able to attend all in-person events and meetings in New York City.

The person who will succeed in this role:

Takes initiative and brings creative thinking

Is proactive, resourceful, and comfortable operating independently while contributing new ideas and approaches.

Has strong project management skills

Can manage complex, multi-stakeholder initiatives with overlapping timelines. Keeps projects organized, tracks milestones, and ensures teams and partners have what they need to succeed.

Is a strong communicator and relationship builder

Works effectively with colleagues and external partners. Communicates clearly and thoughtfully with a wide range of audiences.

Understands the building sustainability landscape

Has a strong interest in building performance and sustainability and understands the key trends, challenges, and stakeholders shaping the industry.

Is highly organized and systems-oriented

Anticipates challenges, develops solutions, and strengthens internal processes to support effective project delivery.

Thrives in a collaborative environment

Enjoys working across teams and contributing to a culture of teamwork, accountability, and problem-solving.

Key Responsibilities**Support the NYC Accelerator Program**

- Serve as the primary point of contact for Urban Green within the NYC Accelerator program
- Support coordination and implementation of program activities and deliverables
- Track milestones, timelines, and reporting requirements
- Coordinate meetings, working groups, and communications with partners and stakeholders
- Help ensure Urban Green meets all contractual obligations
- Develop webinars and presentations, support outreach strategy, and assist with website and content review
- Facilitate trainings and support stakeholder engagement

Shape Programs and Events

- Coordinate the Monthly Programs Committee and support program development and planning
- Secure speakers and collaborate on new program formats

- Help reimagine our programming and grow Urban Green's audience across webinars, in-person events, and emerging platforms
- Ensure programs are thoughtful, engaging, and well-executed
- Coordinate logistics, speakers, and participant communications
- Contribute ideas to ensure programming reflects industry needs and trends
- Manage the planning and execution of Urban Green's annual conference

Qualifications

A few qualities we're looking for include:

- 4–6 years of experience in project management, program coordination, or stakeholder engagement, ideally in a sustainability, nonprofit, or public policy environment.
- Experience managing projects with multiple stakeholders and overlapping deadlines.
- Strong organizational and project management skills.
- Excellent writing and interpersonal communication skills.
- Experience in sustainability, climate, or the built environment.
- Experience coordinating events, meetings, or public programs is a plus.
- Ability to work collaboratively across teams and departments.

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 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 that consensus delivers better solutions and teamwork is essential to our success.
- **Engagement:** We promote a culture of performance, participation, and curiosity.