



URBAN GREEN COUNCIL
(212) 514-9385
urbangreencouncil.org

39 Broadway
Suite #2530
New York, NY 10006

ASSOCIATE MANAGER, EDUCATION

Urban Green Council 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 lead curriculum development of education projects.

Our flagship trainings include energy code training for architects and engineers, *Green Professional (GPRO)* certificate training for contractors and trades, heat pump trainings for building owners and installers, and a growing on-demand education platform.

This position will provide the qualified candidate broad latitude to shape the field of green building education and impact the future of the green construction industry.

Reporting to and working closely with the Senior Director of Education, the Associate Manager will collaborate with the three-person Education Development team.

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 five or more years of experience in work relating to building decarbonization.** This may include sustainable architecture, engineering, construction, policy, education, or a related field.
 - **Is familiar with the green building community**, including the work of the building construction trades.
 - **Is passionate and knowledgeable about current environmental issues**, green building practices, energy codes, and building decarbonization strategies.
- **Has experience creating education materials for adult learners** and enthusiasm for using training as a key tool to fight climate change.
 - **Can translate technical information into relatable and accessible content** via narrative storytelling, graphics and visualization, and other creative solutions that engage a variety of learners.
 - **Is a clear communicator** and enjoys developing relationships with colleagues and subject matter experts across the building sector.

- **Has a high degree of situational awareness**, and can communicate with a wide range of stakeholders.
- **Is a systems thinker** who can learn new systems quickly and looks for new ways to innovate and improve internal operations.
 - **Enjoys taking initiative**, managing projects from start to finish and **thrives in a collaborative work environment**, with a natural inclination to assist and support colleagues.

A few other qualities we're looking for include:

- Excellent public speaking skills
- Teaching experience

KEY RESPONSIBILITIES

Content Development: Create and Manage Content Across Multiple Programs

- Work with the Education Development team to develop content that consistently motivates and inspires audiences across multiple formats that include live trainings, on-demand courses, and workbooks.
- Shape course narratives through briefs, learning objectives, and outlines, and ensure the final materials deliver on them in a clear and engaging way.
- Leverage relationships with industry professionals and subject matter experts to inform content and provide insight into the varied needs of different stakeholders in the construction and real estate industries.
- Maintain exceptional quality for course materials including accuracy of content and consistency across modules.
- Contribute to department planning, goal-setting, and thoughtful AI integration.

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 Day
- 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](#). The Application includes a request for submission of non-confidential work sample(s) of curriculum that you helped create. Please include a max. 1-page cover letter explaining the sample, and your role in creating it. 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 consensus delivers better solutions and teamwork is essential to our success.
- **Engagement:** We promote a culture of performance, participation, and curiosity.

