JOB DESCRIPTION

JOB TITLE: Center for Green Schools Fellowship
LOCATION: Honolulu, HI
DESCRIPTION: Contract employee with WRNS Studio, consultant to Hawaii DOE
USGBC SUPERVISOR: School District Sustainability Manager, USGBC
ON-SITE SUPERVISOR: Director of Facilities, Hawaii Department of Education (Hawaii DOE)
DATE: January 2018
APPLICATION DUE DATE: February 5, 2018 by 6pm EDT

GENERAL DESCRIPTION

The Center for Green Schools was founded with a mission to ensure that all children attend a green school within this generation. When the Center has accomplished this mission, all students will attend schools that sustain the world they live in, enhance their health and well-being, and prepare them for 21st century careers. The Green Schools Fellowship program locates, prepares, and trains a dedicated expert who collaborates with a partner school district’s leadership to change the culture of the district from the inside out. Fellows provide clear direction, deliver comprehensive faculty and staff training, and locate valuable resources for their districts.

The Center for Green Schools Fellow at the Hawaii Department of Education will be located in district offices in Honolulu. The start date is flexible with the expectation that the Fellow will begin sometime between April 1, 2018 and June 1, 2018. If necessary, limited relocation assistance is available.

The Fellowship offers an extraordinary experience in entrepreneurship paired with a rigorous training program. Green Schools Fellows are individuals who understand the patience and persistence that is required to be a change agent in a complex organization. Fellows will be selected based on the qualifications outlined below, their ability to fit well within the culture of the school district, as well as their ability to make a five year commitment to the school district.

SPECIFIC RESPONSIBILITIES INCLUDE

General Responsibilities
- Become thoroughly familiar with the school system’s structure, history, and staff responsibilities within the first month of hire.
- Building on the existing Sustainability Program and working with staff across the organization, set forth initial one, three and five year plans to progress the school district toward more efficient, environmentally responsible, healthy schools and update regularly throughout the term of the Fellowship.
- Implement school district initiatives and programs that address the basic elements contained in green building rating systems such as LEED and CHPS, including Sustainable Sites, Water Efficiency, Energy and Atmosphere, Materials and Resources, and Indoor Environmental Quality.
Advise the school district on language for contracts dealing with school grounds, building projects, cleaning and maintenance, food, procurement, waste management and any others that may influence the ability of the district to maintain efficient, environmentally responsible, healthy schools.

Assist in bringing environmental learning into district classrooms where possible by working with curriculum coordinators and looking for opportunities to educate teachers and principals.

Proactively engage parents and community members in school district sustainability efforts, educating them about school activities and how they can bring environmental sustainability, healthy environments and energy efficiency into their homes.

Assist in connecting the schools district and its sustainability programs with helpful municipal and non-profit resources. As appropriate, coordinate sustainability efforts with city departments, including the Office of Environmental and Energy Services, the Public Works Department, Public Facilities Department, and the Public Health Commission (or similar).

Become active in the network of green building practitioners and champions to open up opportunities for the school district. In consultation with district staff and leadership, schedule meetings and attend regional events and conferences to make business connections and partnerships for the benefit of the school district.

In coordination with district leadership, WRNS Studio, and the USGBC Communications team, prepare for media inquiries and publicity opportunities as they arise.

Administrative Responsibilities

- Report to USGBC twice a month by phone and in writing on successes and challenges, and participate in bi-weekly conference calls with the Center for Green Schools School District Sustainability Manager and other Fellows.
- Set up regular check-in meetings with and proactively seek input of the Fellowship on-site supervisor.
- Maintain direct accountability to the Superintendent and/or his/her designee; and ensure open communication about the progress of sustainability initiatives.
- Proactively maintain regular communication with WRNS Studio staff.
- Attend and participate in professional development opportunities, including in-person trainings in Washington, DC, Greenbuild International Conference and Expo, and relevant regional conferences (as funded by the Fellowship). In the conduct of all these duties, maintain positive relationships and open communications with the Center for Green Schools at USGBC, WRNS Studio, school district staff, and partners.

EDUCATION & TRAINING REQUIREMENTS/PREFERENCES

- Bachelor’s degree required
- Master’s degree in Organizational Sustainability, Building Sciences, Environmental Science, Public Health, Business Administration or equivalent work experience in a field related to affecting meaningful change in organizations, working in a school administrative environment, developing long-term business plans, and/or designing and maintaining green buildings required.
- LEED Green Associate or LEED Accredited Professional (AP) Credential preferred. Willingness to become a LEED Green Associate within first 3 months of position required.
EXPERIENCE REQUIREMENTS

- Minimum 3 years of work experience
- Experience in leading and managing individuals and teams, such as staff and board members, preferred

OTHER REQUIRED SKILLS AND QUALIFICATIONS

- Strong verbal, written, and presentation skills.
- Entrepreneurial, creative self-starter.
- Attention to detail and ability to handle multiple tasks.
- Very strong organizational and project management skills.
- Ability to connect with people and build relationships with business, organizational, community, city and county leaders; ability to handle a broad range of stakeholders with grace and diplomacy.
- Outstanding interpersonal skills, with the ability to work with diverse interests and across all levels of the organization; equally comfortable with CEOs and school PTA parents.
- Ability to work effectively as part of a team.
- Ability and willingness to work a flexible schedule, including some evening and weekends.
- Strong computer skills, including fluency with Microsoft Office products.
- Knowledge of the sustainable built environment, green building practices.
- Commitment to the mission of Center for Green Schools.

TO APPLY

Applications for the Hawaii Green Schools Fellow will be accepted until 6pm EDT February 5, 2018.
To be considered for a Fellowship, you must complete and submit the online form in its entirety (2 short essay questions, resume and 3 references). Any application materials received after the deadline will not be accepted.

ACCESS THE ONLINE APPLICATION HERE

Phone interviews will be scheduled by February 13th and in person interviews will take place in Honolulu, HI the week of March 12.

For questions or concerns, please write Phoebe Beierle, Fellowship Manager, at pbeierle@usgbc.org