



## Collaborative for High Performance Schools (CHPS)

The Collaborative for High Performance Schools (CHPS, pronounced "chips") is a non-profit organization dedicated to building a new generation of K-12 schools that are high performance, green, healthy learning environments for children. CHPS members include state agencies, utility partners, manufacturers, design firms and school districts. CHPS administers a variety of programs to promote "greener" and healthier schools through design, construction and operation. CHPS is seeking an Education & Events Coordinator to assist in these activities. Please visit [www.chps.net](http://www.chps.net) to learn more about CHPS.

### **Full-Time Position: Education & Events Coordinator**

#### **Duties and Responsibilities:**

Employee will be a member of the CHPS Team and will perform duties under the CHPS Executive Director, including (but not limited to) the following:

- Oversee all of CHPS' educational programs, trainings and events.
  - Events include online and in-person professional design and school district trainings, and an annual conference.
- Coordinate event logistics including but not limited to;
  - Selecting and booking locations or web providers for virtual learning
  - Coordinating speakers and presentations
  - Establishing and coordinating curriculum development
  - Overseeing event promotion (i.e. website, e-news and event collateral)
  - Soliciting sponsors and exhibitors
  - Registering and communicating with attendees
  - Ensuring feedback is received to improve programming
- Oversee and coordinate the efforts of CHPS' Education & Events advisory committee made up of stakeholders in the green school construction community.
- Oversee and develop a continuing education program for design professionals and school districts.

#### **Education and Full-Time Professional Experience:**

An undergraduate four-year college degree with background in communications, public relations, event planning, business, environmental sciences or other related fields is required. In addition, one to four years of experience in managing and/or coordinating similar efforts as described under duties and responsibilities.

#### **Skill Required:**

- Experience with Microsoft applications, particularly PowerPoint & Excel
- Ability to work under deadlines with multiple tasks
- Strong project management, and time management skills
- Excellent communication skills – oral, written, and presentation
- Successful management and/or leadership skills
- Interest and/or experience working in environmental or green building issues a plus.

#### **To Apply:**

To apply, please email your resume and a letter of interest outlining your interest and relevant experience to [kristin@chps.net](mailto:kristin@chps.net); starting salary will commensurate with experience; however we anticipate salary to be between \$38,000-\$45,000. Please indicate the job title (CHPS Events Coordinator) in the subject line of your email, include your full name in the filename of any attachments. CHPS will be accepting applications until the position is filled.