

the


collaborative



for high



performance



schools

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 a Technical Programs Coordinator to assist in these activities. Please visit www.chps.net to learn more about CHPS.

Full-Time Position: Technical Programs 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:

- Provide technical CHPS program consulting to school districts and design professionals on how to use the CHPS Best Practices Manual and in particular CHPS' Criteria for green schools.
- Oversee CHPS school project registration and tracking.
- Oversee the CHPS recognition programs "CHPS Verified" and "CHPS Designed"
 - Coordinate communication between CHPS Verified project teams and 3rd Party Certifiers.
 - Maintain CHPS Verified documentation requirements and program usage.
 - Screen construction documents for completeness.
 - Promote use of programs.
- Manage special projects for CHPS including development of a green product and services database for schools, grant program for relocatable classrooms.
- Assist with updates and additions to the CHPS Best Practices Manual.
- Assist with creation of educational training materials on CHPS guidelines and materials.

Education and Full-Time Professional Experience:

An undergraduate four-year college degree with background in engineering, architecture, design, building 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:

- Strong project management, and time management skills
- Excellent communication skills – oral, written, and presentation
- Successful management and/or leadership skills
- Working knowledge of and experience with green building/sustainable practices
- Successful work on CHPS or LEED projects a plus.

To Apply:

To apply, please email your resume and a letter of interest outlining your relevant experience to kristin@chps.net; starting salary will commensurate with experience; however we anticipate salary to be between \$40,000-\$55,000. Please indicate the job title (CHPS Technical Programs Coordinator) in the subject line of your email, include your last name in the filename of any attachments. CHPS will be accepting applications until the position is filled.