



Events & Content Manager

Green Building Alliance's (GBA) Events & Content Manager will oversee the delivery of all the organization's online and in-person events across all the organization's program areas, including Special Events. This staff member will also assist in developing content related to events, activating event promotional campaigns, and assisting with other educational content as needed.

GBA is seeking an experienced, purpose-driven event and communications professional who can support its vision through the curation of experiences. This position reports directly to GBA's Vice President of Education & Communications and works closely with program-related teams.

DUTIES

1) Manage logistics and support delivery of All GBA Educational, Networking, and Program Events; Oversee all planning and logistics of GBA Special Events: 80%

- Support GBA's VP of Education & Communications with education and event planning and promotions across Western Pennsylvania
- Collaborate with program staff to manage event logistics and delivery for experiences related to each program area
- Oversee all logistical planning aspects for GBA's Special Events, including:
 - Inspire Speakers Series
 - Emerald Evening
 - 2030 Progress Report Reception
 - Women+ in Green Breakfast
 - Member Appreciation Events
 - Others as they arise
- Activities related to the above will include:
 - Adhere to GBA's zero-waste events protocols, finding creative ways to ensure that event-related activities are aligned with GBA's mission
 - Oversee event timelines and staff assignments as appropriate
 - Support speaker coordination, presentation materials, travel logistics, and event follow-up
 - Correspond with event participants and track satisfaction



- Support, build, and maintain relationships and logistics with event venues, caterers, and other event vendors
- Coordinate and update COVID-related event protocols
- Manage event budgets
- Manage Zoom details and assignments (for online events)
- Consistently track outcomes and impacts of all GBA events, including participant totals, costs, revenues, continuing education units, and trends

2) Assist in developing educational or timely content, implement targeted event campaigns, and help tell the story of GBA and its community (20%):

- Write content for event pages
- Prepare post-event blogs or secure and direct guest writers
- Assist in GBA's content production including newsletter, blog, and dynamic media
- Support bi-monthly board reports, grant reports, and program analysis for Executive Director
- Perform additional duties and responsibilities as assigned by Vice President of Education & Communications

REQUIRED SKILLS & ABILITIES

- Demonstrated experience in event planning and implementation from start to finish
- Existing or developable passion for green building and sustainable community development
- Strong relationship-building skills, interpersonal savvy, and customer service skills
- Extremely strong organizational skills, with the ability to manage multiple events and details at once
- Excellent written and verbal communication skills
- High energy, drive, and entrepreneurial skills; a self-starter with a can-do attitude
- Ability and desire to work effectively, contributing to the success of a high-functioning team. Bring optimism, support, and compassion to work daily.
- Ability to analyze and solve problems
- Proficiency with Microsoft Office programs (Outlook, PowerPoint, Word, Dynamics Marketing, and Excel), Umbraco and social media platforms



GENERAL REQUIREMENTS

- This position requires at least 5 years of work experience in a field related to event planning and management
- This position is based at GBA's offices on Pittsburgh's South Side, located in the historic Terminal buildings, recently renovated as "The Highline" – a mixed-use, riverfront development offering access to bike trails, green spaces, a workout facility, coffee shop, businesses, and more
- Ability to have a flexible work schedule, including some early mornings and evenings for events
- Local travel, driver's license required
- Willingness and ability to use own vehicle on company business
- To meet the physical requirements of this job, the Events & Content Manager must be able to lift 30 pounds

Currently, GBA's team is continuing to work-from-home, but some in-person events are still being held when deemed safe. This position would manage online events from home and in-person events on-site when needed. The team may return to the offices and in-person work soon.

ABOUT US

Green Building Alliance (GBA) positively transforms the world through the built environment for a sustainable, healthy, and just future for everyone. As an independent 501(c)3 nonprofit organization, GBA is one of the oldest regional green building organizations in the United States. GBA proudly serves Pittsburgh and Western Pennsylvania, with stakeholders across the Mid-Atlantic, United States, and world. One of GBA's differentiators is the delivery of experiences through which people learn, become inspired, and foster connections that transition behaviors towards a healthier planet. This position supports the theory that people can have fun while they learn, and that education and inspiration can come in a variety of forms.

ABOUT YOU

Our Events and Content Manager will serve as a key ambassador for GBA and its mission. We are seeking a candidate who loves creating unique and unforgettable experiences, thrives in a fast-paced atmosphere, is an excellent communicator, and who



is seeking a role where they can use their creativity and organizational skills to make a positive impact on their community and world.

APPLY

- Submit a cover letter and resume to hr@gbapgh.org by 5 p.m. EST on **April 15, 2022**. No phone calls or direct emails, please. Interviews will be held on a rolling basis until a candidate is identified.
- Strong consideration will be given to candidates who want to contribute to and grow with GBA's successful, high-functioning team in a way that advances the organization's dynamic approach to evidence-based triple bottom line transformation and preference for actionable results.
- GBA strives to create a diverse and inclusive workplace. We highly encourage qualified applicants regardless of age, color, creed, disability, ethnicity, gender, gender identity or expression, marital status, national origin, race, religion, sexual orientation, military or veteran status (or any combination of these or related factors) to submit an application for consideration. GBA is an Equal Opportunity Employer.