



420 Wes Graham, Suite 108  
Waterloo, ON, N2L 0J6

## Green Building Network Manager

This role will support the development and rollout of a new Zero Emissions Building Program, led in partnership by Sustainable Waterloo Region (SWR) and the Grand Valley Construction Association (GVCA). The GBN Manager will work closely with the Manager of Innovation at SWR, and other staff & volunteers from both SWR & GVCA as necessary, to conduct research, industry engagement, strategic planning, and program implementation & reporting.

### **As the Green Building Network Manager you would fulfill the following roles:**

#### ***Program Design & Development:***

- Support the design process for the Green Building Network program in conjunction with the Manager of Innovation. This includes:
  - Develop resources for program members and participants.
  - Establish program deliverables and timelines.
  - Develop marketing materials for recruitment, outreach and social media with the communications team.
- Execute market research assessments, needs assessments, gap analysis, etc. as appropriate to ensure the design program meets the communities needs.
- Develop and curate a learning curriculum for participants and members of the program .
- Articulate the business case for sustainable buildings (new and retrofits).

#### ***Stakeholder Engagement & Business Development:***

- Work closely and in collaboration with key stakeholders such as Grand Valley Construction Association Program
- Assist with recruiting the inaugural members for the launch of this program
- Connect with peers offering program(s) similar to the direction of the Green Building Network and when appropriate participate in those programs
- Attend (when appropriate) conferences and learning opportunities to enhance the value of the Green Building Network program.
- Plan and execute all elements of GBN events throughout the year. This includes, but is not limited to event topic selection, speaker acquisition/relationship maintenance, marketing, venue relations, catering/rental coordination, vendor management, volunteer coordination, on-site event support, and financial planning/reporting.



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***Communications:***

- Support and execute communications to promote events to industry & program members.
- Supporting monthly newsletter production.
- Strategic development of a communications strategy, this may include but not limited to:
  - Contributing to the Sustainable Waterloo Region blog.
  - Creating and managing a blog content calendar.
  - Assessing potential speaking engagement opportunities.
  - Determining opportunities for SWR representation at community events.
- Working closely with the Manager of Innovation to support the execution of tasks and priorities.

***Research:***

- Undertaking research efforts to build an understanding of the leading edge in green & zero-emission buildings, including producing summaries, reports, and usable content for member programming.
- Leading efforts to research and report on additional opportunities in support of program development, as they become available.

The Employee also agrees to perform any additional necessary tasks that may be required and that have been deemed reasonable for an employee of this title.

**As a strong candidate for this role, you have the following skills, attributes, and experience:**

- Passion for environmental issues, community-based leadership, and Waterloo Region.
- Knowledge and experience with sustainable building, LEED, PassiveHouse, Net-zero and energy modeling.
- Strong skills in numerical and qualitative data analysis, research, report writing.
- Consulting and/or project management experience.
- Outstanding organizational skills with a strong attention to detail.
- Team player with the ability to work with a diverse group of people.
- Strong internal and external communication skills.
- Results-oriented and self-driven to succeed.
- Impressive time management skills with the ability to meet deadlines while juggling multiple projects.
- Aptitude for design and creative writing.
- Event planning and execution experience is an asset.



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- University Degree in Environmental Studies, Environmental Science, Business or relevant field of study, an asset.
- Availability outside of 9 AM-5 PM for events and volunteer meetings.

**Work Location:** This role is hybrid, with current in-office day on Wednesday (subject to change). This position will also require on-site work during community events. Our office is located at evolv1 in Waterloo, Ontario.

**Salary:** \$55,000 annually

**Benefits:** This role is eligible for benefits upon the successful completion of the probationary period within SWR.

**How to Apply:** If you are interested in this role please submit a [cover letter, resume & research assignment](#) (assignment can be downloaded below) to [recruitment@sustainablewr.ca](mailto:recruitment@sustainablewr.ca)

**Deadline:** There is no deadline for an applicant package to be submitted. However interviews will begin in immediately and continue until a successful candidate is found.

*Sustainable Waterloo Region is committed to creating an accessible and diverse culture where everyone belongs. We commit to actively working to empower full participation and ensure fair treatment within our organization, for those we serve, and for generations to come.*

*We believe diversity strengthens our organization, and we strongly encourage applications from qualified candidates of any background and lived experience. If you require accommodation, please let us know.*