



ULI - Urban Land Institute

POSITION DESCRIPTION

POSITION TITLE:	Program Associate, Greenprint Center
LOCATION:	New York
REPORTS TO:	Vice President, Greenprint Center
FLSA CLASSIFICATION:	Full time, Exempt
DATE OF REVISION:	January 20, 2012

BASIC FUNCTION:

The Program Associate will support a range of research activities for the Greenprint Center. The incumbent will measure, track, verify and reduce energy and associated emissions in buildings. The Program Associate will also be responsible for identifying and researching industry case studies across international real estate markets.

SPECIFIC RESPONSIBILITIES:

- Support Greenprint's Vice President of Technology & Member Services and Programs Director in a variety of ongoing programs, including production of the annual Greenprint Performance Report, case studies, research and future data management platforms.
- Support web-based training sessions with members on the environmental management platform. Interact with vendors to ensure training materials and support is appropriately updated.
- Ensure data tool integrity and data accuracy of the Greenprint Performance Report database which is maintained by an outside vendor.
- Respond in a professional manner to member inquiries and questions by email and phone on all data related issues, case studies and other ongoing coordination and research items.

- Collaborate to produce the annual Greenprint Performance Report and be responsible for generating additional member reports and tailored research projects.
- Assist in identifying, compiling and writing project case studies and associated reports.

REQUIREMENTS:

- BA or BS degree.
- 2-3 years experience in commercial real estate. Professional track record must include demonstrated expertise in information technology, commercial real estate, team-driven projects, and a passion for environmental sustainability.
- Demonstrated project management skills to help bring together diverse real estate professionals to measure, track, verify and reduce energy and associated emissions in buildings.
- Ability to work across multiple technical platforms, including enterprise software solutions, user interface, environmental reporting and benchmarking.
- Excellent analytical and data skills.
- Strong skills in information technology, cloud based applications. Working knowledge of Microsoft Office and Adobe Design Suite.
- Excellent written and oral communications and interpersonal skills.
- Willing to travel as needed on an irregular basis.