

Call for Subject Matter Experts in Sustainability Fields Contract Position for Technical Assistance Contractors

Green Building Alliance (GBA) is seeking on-call Technical Assistance Contractors to support stakeholders that need advice related to healthy and high-performing buildings and sustainable communities. Technical Assistance Contractors will attend meetings and site visits with or on behalf of GBA staff and offer support for projects. We are seeking subject matter experts who can inspire stakeholders while furthering their efforts and informing them of next steps.

OPPORTUNITIES:

Technical Assistance Contractors will most often be called in when a stakeholder requests a Technical Assistance meeting or site visit. These “first touch” technical assistance meetings are provided by GBA free of charge and are designed for GBA to become familiar with project goals, encourage critical thinking about projects, offer recommendations and next steps, and refer to other professionals or consultants. These meetings can take place over the phone, virtually, or in-person.

At times, a Technical Assistance request will require more support and we may enter into a contract to offer additional expertise to a project. These are also opportunities for Technical Assistance Contractors to engage.

PAYMENT STRUCTURE:

Technical Assistance Contractors will be paid hourly or on a project basis depending on the budget, client/partner needs, and contractor experience. Opportunities can vary in length from one hour to several full days or a longer timeframe.

REQUIREMENTS:

- Commitment to GBA's vision, mission, and values
- Commitment and demonstrated approach to creating an inclusive, equitable, accessible, and welcoming environment for all learners 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)
- Demonstrated knowledge, subject matter expertise, and project experience in green building design, construction, or operations and/or sustainable community development
- Ability to follow guidelines and best practices outlined by GBA
- Ability to represent GBA – including its vision, mission, values, approach, and theory of change – in project technical assistance meetings and partner relationships
- Ability to track calls and meetings, follow-up with stakeholders over email, and regularly communicate with GBA's team about the project
- Openness to continued professional development, some of which will be covered by GBA but some of which may require investment
- Availability during weekdays (Technical Assistance meetings generally take place Mondays – Fridays between the hours of 9am and 5pm), and sometimes evenings

TEAM, & LOCATION:

Technical Assistance Contractors will report to GBA's Chief Operating Officer and/or Vice President of Education & Communications, and may work with other members of the GBA team. Contractors should be located within reasonable driving distance to Western Pennsylvania and may be asked at times to come to GBA's offices on the South Side of Pittsburgh.

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 that we meet people where they are and help everyone find their door to sustainability. GBA values Community, Courageous Leadership, Equity, Innovation, Justice, and Passion/Compassion. Our Technical Assistance Contractors will embrace our values and support this mission to inspire a diverse, inclusive, and growing network of champions for health, sustainability, and equity in the built environment.

TO APPLY:

- Submit a short cover letter with related experience and/or credentials to hr@gbapgh.org.
- Interested parties will participate in a short interview and if selected, will be added to our list of contractors. This list of contractors will be listed on GBA's website.
- When appropriate, GBA staff will reach out with on-boarding details or opportunities.
- As needs arise, GBA staff will reach out to on-call contractors (either as a group or individually) to present new opportunities.
- 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.