



USGBC JOB DESCRIPTION

JOB TITLE: Regional Program Manager, School Energy Efficient IAQ Network (West)

DEPARTMENT: Center for Green Schools

REPORTS TO: Program Director, Center for Green Schools

START DATE: July 1, 2025

SALARY: \$70,000 - \$80,000 annually, with full benefits, commensurate with experience

APPLY: Online [here](#)

The U.S. Green Building Council (USGBC) is a nonprofit organization based in Washington, DC. We are a global community of members and volunteers committed to transforming the built environment to advance human and environmental wellbeing. We drive and scale innovation, best practice, and positive impact through certification and leadership recognition, workforce education and credentialing, industry events, and advocacy.

In 2023, USGBC celebrated its 30th anniversary and the legacy of impact since its founding. During that time the organization created LEED®, the first comprehensive green building leadership framework, and established an international community of organizations and professionals that integrated green building knowledge into industry practice at the global scale. Today, USGBC members and LEED projects are present in more than 180 countries and territories, and the economic, climate, environmental, and health and safety benefits of green buildings have been scientifically validated.

USGBC's Center for Green Schools (CFGs) is a global leader in advancing green schools and providing schools and school districts with what they need to create sustainable, healthy, resilient, and equitable learning environments. We believe that all students deserve to attend sustainable schools that enhance their health and wellness, prepare them for green careers, and support a thriving planet. Our mission is to support and train those implementing sustainability in school systems.

CFGs is seeking candidates for the position of **Regional Program Manager, School Energy Efficient IAQ Network (West)** to support the success of a five-year, EPA-funded effort to improve indoor air quality (IAQ) and energy efficiency in K-12 school systems. Working closely with the Program Director and building off CFGs' long-running and successful models, Regional Program Managers will build regional Energy Efficient Indoor Air Quality (EE IAQ) Peer Learning Networks within the western region of the U.S. and provide regionally-relevant opportunities for training and technical assistance to develop and put into practice comprehensive, district-level EE IAQ Management Plans.

What you'll be doing:

- Establish a regional Energy Efficient IAQ (EE IAQ) Peer Learning Network, made up of regional school system staff working on IAQ and energy efficiency, within the western region of the U.S.

- Develop and implement a plan for recruiting, onboarding, and retaining network members, in partnership with the Program Director.
- Support network members' development of comprehensive, district-level EE IAQ Management Plans by providing regionally-relevant training (virtual and in-person), technical assistance, educational materials, and communications.
- Travel within focal region to conduct meetings and trainings with district staff, including hosting/delivering two in-person trainings for regional network per year.
- Build networks so that the majority of participants serve low-income, disadvantaged, Tribal, and/or small to medium-sized communities and districts.
- Within region, manage an annual EE IAQ Fellowship Program for ten district-level staff to receive personalized support via professional development, certification programs, one-on-one coaching, and support from industry experts.
- Support all logistics of the regional Fellowship Program, including recruitment, one-on-one coaching, and administering travel and professional development reimbursements.
- Manage annual mini-grant funding opportunity to help regional Fellows overcome barriers associated with developing and putting into practice comprehensive, district-level EE IAQ Management Plans.
- Meet program goals for regional network participation, fellowship program support, local training events, and school district staff actions to improve IAQ and energy efficiency.
- Hire and supervise two Environmental Defense Fund (EDF) Climate Corps Summer Fellows annually to support regional programming, school district outreach, and provide assistance to regional Peer Learning Network and EE IAQ Fellows.
- Supervise one year-long intern annually to support regional programming.
- Submit quarterly and annual progress reports to the Program Director to meet EPA reporting requirements.
- Administer and analyze feedback surveys, focus groups, and other feedback tools with regional network members, Fellows, and interns to ensure the program is achieving its aims.
- Working with Program Director and other national Center for Green Schools staff, inform the content and/or focus of routine EE IAQ virtual trainings, educational materials (guides, templates, fact sheets, case studies), and media communications based on regional examples, priorities, and stories. Adapt training and materials for a regional audience and assist in the development and deployment of train-the-trainer modules, as needed.
- Collaborate effectively with the Program Director, national Center for Green Schools staff, and Regional Program Managers in other focal regions
- Promote resources and opportunities at regional events and conferences, including speaking and presenting, as needed.
- Attend and support logistics at the annual Green Schools Conference and national school district training.

What you need to bring:

- Bachelor's degree
- Experience with and in-depth knowledge of day-to-day operational needs of K-12 schools or school districts and knowledge of the sustainable built environment and green building practices
- Minimum 5 years of work experience required; school indoor air quality (IAQ) and energy efficiency, environmental health and safety, facility management, energy management, organizational sustainability, and/or organizational change management or a related field
- Existing K-12 school district connections and experiences within region

- Experience building, developing, and supporting strong peer networks
- Experience working with low-income, disadvantaged, Tribal, and/or small to medium-sized communities and school districts
- Strong training development and delivery, technical assistance, and coaching skills
- Ability to create or adapt in-person and virtual professional development opportunities, educational materials, and communications content
- Strong organizational and project management skills
- Strong interpersonal skills and ability to connect and build relationships with districts and staff interested and invested in IAQ, energy efficiency, and the mission of the Center for Green Schools
- An entrepreneurial, creative, self-starter
- Strong verbal, written, and presentation skills
- Ability to work effectively as part of a team
- Proficiency in data management and analysis
- Software skills including Microsoft Office products

Other things we'd like you to bring:

- Experience leading or guiding efforts to improve indoor air quality and energy efficiency in K-12 school systems
- Experience working with district-level facility management, energy management, and/or environmental health staff
- Experience managing staff and interns
- Train-the-Trainer module development and delivery
- LEED Green Associate or LEED Accredited Professional (AP) Credential preferred

Details:

- Full Time, salaried, benefits-eligible, exempt status
- Grant-funded position, currently funded until summer 2029
- Location: Remote
- Hours: Monday through Friday, 9:00 am to 5:30 pm in relevant time zone, 40 hours per week, including occasional evenings and weekends
- Travel – upon request and approval; includes annual Green Schools Conference and approximately eight regional trips each year to conduct meetings and trainings with district staff, including hosting/delivering two in-person trainings for regional network
- USGBC is an equal opportunity employer

Benefits:

Employees work for an established mission-based and member-driven nonprofit organization with a compelling vision, nonprofit competitive compensation that includes 401k matching, tuition reimbursement, comprehensive health insurance, employer sponsored Health Reimbursement Arrangement (HRA) and pre-tax Flexible Spending Account (FSA), generous paid leave, in addition to a renewal leave of six weeks for employees celebrating monumental employment anniversary.