

## **Nonprofit Program Coordinator**

### **Organization:**

At the Collaborative for High Performance Schools (CHPS), we know kids learn better in schools with good lighting, clean air, and comfortable classrooms. CHPS works with schools and industry practitioners to make changes to school buildings and infrastructure to ensure that every child has the best possible learning environment with the smallest impact on the planet.

CHPS is a national 501(c)(3) nonprofit organization dedicated to making schools better places to learn. CHPS got its start in 1999 in California and quickly expanded nationwide. Our programs address all aspects of school design, construction, and operation. In addition to our national high performance school building criteria, we work with regional partners to deploy adaptations specific to California, the Northeast, Texas, Colorado, Virginia, Washington, and Hawaii.

Now is an exciting time to join the CHPS team as we have recently become an entirely virtual organization with bi-coastal staff, and we have innovative new initiatives underway.

We are looking for someone who is passionate about nonprofit work, the environment, green building, and/or enhancing the K-12 learning environment, as we'll need someone who can support the CHPS mission and promote our programs via social and traditional media outlets. Check us out at <https://chps.net/>.

### **Duties and Responsibilities:**

You will be an integral member of the CHPS team and perform duties under the direction of the CHPS Managing Director and the Communications & Membership Director, including but not limited to the following:

### **Community Outreach**

- Provide excellent customer service to the CHPS' collaborative and its affiliated membership, composed of product manufacturers, architects, design & construction practitioners, operations managers, government regulators, school districts, and concerned individuals.
- Field questions about CHPS programs and promote CHPS to the K-12 school community.
- Represent CHPS at West Coast/Western US events, conferences, and seminars.
- Participate in partner events, webinars, and technical assistance meetings.

- Assist with outreach activities to potential members and potential participants in the CHPS high performance products listings.

## **Communications**

- Create and update simple webpages.
- Create and distribute email announcements.
- Assist with the production and layout of social media postings.
- Assist with the production and layout of marketing collateral, training materials, criteria manuals, and resource documents.
- Assist with the production and layout of CHPS' quarterly e-newsletter.
- Assist with the production and layout of case studies, including content editing and communication with featured representatives.
- Conduct and manage logistics for training webinars.
- Assist with the evaluation of software tools.

## **Membership**

In addition to the membership elements of the above outreach and communications duties, the Program Coordinator will:

- Assist the Communications & Membership Director with the maintenance of member records and correspondence.
- Field inquiries from members.
- Coordinate member invoicing and tracking.
- Assist with the preparation of membership reports for the Board and management.
- Provide other assistance as requested.

## **Administration & Governance**

The ideal candidate will be able to execute a wide variety of skilled administrative and clerical support for the Managing Director, Communications & Membership Director, Board of Directors, Board committees, and CHPS staff. Responsibilities involve exposure to sensitive information and require considerable use of tact, diplomacy, discretion, and judgment.

- Act as first point of contact for phone and email inquiries.
- Manage mail and official correspondence.
- Assist with basic fiscal duties, including making and tracking check deposits and prepping records for annual audit.
- Assist with the maintenance of administrative and financial records.
- Coordinate copy/print and mailing/shipping vendors and services.

- Schedule meetings.
- Maintain spreadsheets/databases.
- Research/analyze data and develop reports for management decision-making.
- Act as Board Liaison and provide administrative support for quarterly Board meetings and maintenance of Board records.

## **Skills**

- Knowledge of Microsoft Office 365 (or equivalent) including word processing and spreadsheets.
- Knowledge of social media and email distribution software applications, including Twitter, Facebook, LinkedIn, YouTube, and MailChimp.
- Experience with website editing and simple database maintenance, Drupal and RedHen CRM experience preferred, but not required.
- Experience with virtual meetings and webinars a plus.
- Good with numbers and data analysis.
- At least 2 years of experience working in an office, ideally in a nonprofit environment.
- Must be able to work independently as well as be an integral part of a national team.
- Bachelor's Degree, or equivalent professional experience, required.
- Familiarity with green buildings and/or sustainability not necessary if candidate has a strong willingness to learn this field.

**Job Location:** Work from home and co-work space in Sacramento, California.

**Position Type:** Full-time, non-exempt.

**Salary:** \$30,000 - \$40,000, or based on experience.

**To Apply:** Email your resume and cover letter to [staff@chps.net](mailto:staff@chps.net).

Application deadline is April 29, 2018, or until position is filled.

Questions about the position will be answered via email, please no calls to the organization.

*CHPS is an equal opportunity employer and we encourage people with a diverse range of backgrounds to apply.*