

Job Title	Training Associate
PVN ID	VA-2102-003887
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	CUNY Building Performance Lab
Status	Part Time
Hourly Rate	\$27.00-\$32.00
Hour(s) a Week	1.00-19.00
Closing Date	Jun 17, 2021 (Or Until Filled)

General Description

The mission of the CUNY Building Performance Lab (BPL) is to advance high-performance building operations and practices in existing buildings with a focus on the NYC area. BPL is part of CUNY's interdisciplinary Institute for Urban Systems. BPL staff and interns provide building systems research and development, design of measurement and verification protocols for building system retrofits, continuing education programs for facility managers, building operators and energy professionals, and internships for CUNY students which encourage and prepare them for jobs in the sustainable buildings field. New York City has ambitious goals to reduce Greenhouse Gas emissions that result from operating building equipment and it has been shown that improving the performance of the energy using systems can reduce energy use by 5-20% at no or little cost.

The Training Associate will play a central role in a number of BPL training programs, assisting with the planning, marketing, outreach and delivery of a given training course. The role supports BPL Training communications, including social media, newsletter and online presence.

Other Duties

Responsibilities

- Assist in training delivery, both live online sessions and eventual classroom sessions
- Communicate with trainees to obtain registration information and encourage full participation
- Participate in the tracking and reporting of documentation, the maintaining of the outreach database, the preparation of invoicing backup data
- Prepare and distribute Certificates of Completion to trainees
- Assist in maintaining BPL's events calendar and coordinate listings with BPL's partner agencies
- Assist in developing and maintaining relationships with relevant organizations and academic institutions
- Assist in the development of BPL training resources, such as Case Studies, Playbooks, and Briefings
- Maintain a working knowledge of significant developments and trends in building energy efficiency

Qualifications

Requirements for the position:

- Bachelor's Degree, preferably in one of the following fields: public policy, marketing, social service or sustainability
- One to two years work experience with excellent references
- Experience with internet meeting/training platforms like Zoom and GoTo Meeting
- Well organized with ability to manage details of scheduling and tracking deliverables
- Strong verbal and written communications skills; strong Microsoft Office skills, especially Excel and Power Point and familiarity with Adobe Acrobat program

Other preferred qualifications:

- Demonstrated knowledge and deep interest in social media and online marketing
- Interest in sustainability issues and solutions
- Job experience dealing with the public
- Job experience in a training capacity
- Familiarity with the NYC real estate market and stakeholders

Closing Date: Open until filled