



**EMERALD BUILT
ENVIRONMENTS**
developing a sustainable future

4415 EUCLID AVENUE, SUITE 201
CLEVELAND, OH 44103
www.emeraldbe.com
216.452.0909

Description – Sustainability Consultant (version 20220104)

Emerald Built Environments is an international consulting company with expertise in business, sustainability, engineering and building science. We transform buildings, neighborhoods and developed land to achieve a healthy economy and environment. We consult with building owners and developers, and their design, construction and operations teams using integrated decision-making to align recognized industry standards and certifications with the owner's performance metrics and financial goals.

We focus on the owner's financial and performance goals from the start. By aligning all stakeholders around these goals in conjunction with sustainability requirements, projects naturally achieve a higher level of performance and success - they win. Drawing on our extensive experience with projects worldwide, we guide teams to solutions at the forefront of sustainability and energy efficiency.

Our core services include:

Green Building Certifications, Energy Modeling and Simulation, Building Systems Commissioning, Energy Services, High Performance Building Consulting, Building Performance Testing, Design/Build Services, Sustainability Consulting, Facility Assessment

Job Description:

We are looking for a candidate already engaged in a construction/design profession looking to have more focus on sustainability and high-performance buildings. This is a full-time position, with flexible work schedule considerations. We strongly encourage any candidate that feels their skills would be an asset apply. Our projects range from extremely complex down to residential construction. We have project ongoing across the US as well as several European countries.

Core Values:

Our core values keep us strong. Our team lives these values every day.

- Constantly raising the bar: focus on self-improvement and always learning
- Winning – eye of the tiger: be the best by leveraging technical expertise
- Cultivate the team: cooperate, engage, bring others along, give help and take help
- Owning outcomes: take responsibility and be proactive
- Environmental Stewardship: genuine concern for the environment and the opportunity for positive change

Duties:

Our Sustainability Consultant works collaboratively with internal and external team members to ensure certification requirements are understood by all disciplines and implemented correctly. This position prepares and reviews documentation for certification projects, supports the project manager in completing tasks and keeps track of important information about projects and the products used in them.

Candidate will work as a project team member for the sustainable certification projects. Specific rating systems will include LEED, EnergyStar, Enterprise Green Communities and may include others. Candidate's duties will include:

- Maintaining project management forms, reports and templates
- Preparing and reviewing certification documentation
- Completing online templates and project files at certification portals
- Project coordination, communicating with clients
- Working directly with other team members to facilitate project development
- Researching credit-specific information and recording results

Since we are a small and nimble organization, we will look to our Sustainability Consultant to be a team player and help with other tasks that advance our client goals and business objectives.

Requirements:

This position is open to technically competent individuals with working knowledge and understanding of sustainable certifications and the construction process. Demonstrated knowledge with LEED is required, additional certification experience is a plus. Competency will be demonstrated by education or prior work experience.

Required qualifications:

Knowledge of LEED BD+C and CI
Proficient in Excel and MS office
Strong written and verbal communication skills
Strong organizational skills
Ability to work independently
Proven ability to complete tasks on time

Preferred qualifications:

3-5 Years experience
Bachelor's degree in environmental studies, sustainability or equivalent

We are an equal opportunity employer.

We strongly encourage any candidate to apply who feels their values align with ours and who feels they have the skills and workstyle to match the job requirements.

Our offices are located in Cleveland, Ohio and we will entertain applicants who work virtually in the United States.

Compensation: Full-time, Salary position, commensurate with experience
Benefits: Healthcare, dental, vision, PTO, Retirement plan
Expected start date: March 1, 2022