

**Simon & Associates, Inc., Green Building Consultants** is seeking an expert in the architectural, engineering, or construction fields to apply their multi-disciplinary skills to green building opportunities. Responsibilities will include: strategic planning, workshop facilitation, design consultation, LEED project management, specifications review and materials research, development of guidelines and educational resources, and presentations and trainings. We are looking for a motivated Professional with exceptional communication and organizational skills and the ability to establish solid working relationships with team members and clients in a dynamic environment. We offer a competitive salary and benefits package.

The ideal candidate is:

- Enthusiastic about green building and knowledgeable about LEED certification,
- Experienced with one or more of the LEED rating systems, especially LEED for Existing Buildings: Operations & Maintenance,
- Skilled at organizing and facilitating project meetings, training team members, and championing the LEED documentation process,
- Capable of seeing a project through from conception to construction and beyond,
- Able to work independently on LEED documentation for a variety of projects simultaneously, while positively motivating others throughout the duration of every project,
- A creative, forward-thinking, and detailed oriented self-starter with strong technical knowledge in the construction field and its related documents,
- Solidly computer literate and able/willing to work in a Mac office,
- Open to learning new things and excited to share knowledge with others.

Other qualities necessary to maintain a positive working environment are a plus.

Knowledge of design analysis and graphic design tools, Master's degree, LEED AP, Architectural License, PE, or other Professional License **STRONGLY PREFERRED** but not required. **3+ years of experience in architecture, engineering, construction management, facility management or related field AND demonstrated knowledge of green building is required.**

Interested candidates should send their resume and cover letter to [jobs@greenbuild.com](mailto:jobs@greenbuild.com) Please include "Resume" in the subject line

**Simon & Associates, Inc.** is an internationally recognized green building consulting firm established in 1994 by Lynn N. Simon, AIA, a green building pioneer and a leading authority in the industry. For more information please look at [www.greenbuild.com](http://www.greenbuild.com)

At Simon & Associates, Inc. Green Building Consultants, we value the diverse backgrounds of our employees. We are committed to providing equal employment opportunities for all Simon & Associates staff and applicants for employment, based on individual qualifications and without regard to race, color, religion, gender, age, national origin, citizenship, mental or physical disabilities, sexual orientation, veteran status, or any other similarly protected status. Harassment or discrimination of any kind is unacceptable. This principle applies to all aspects of employment, including recruitment, hiring, placement, transfer, promotion, layoff, recall, termination and other terms of employment.

*No phone calls/inquiries please, we will contact you if we need additional information*

*Close date: August 2<sup>nd</sup>, 2008, 12am Pacific Time*