Overview
Green Building Alliance’s (GBA) Pittsburgh 2030 District Data Entry Consultant will support programmatic needs regarding data entry. Reporting to the Pittsburgh 2030 District Program Developer and Pittsburgh 2030 District Senior Director, this position will assist via entering building data into Energy Star Portfolio Manager. The consultant will interface with local building owners and managers to ensure there are no gaps between data points, and to confirm the accuracy of entered data.

Green Building Alliance is a nonprofit organization that advances innovation in the built environment by empowering people to create environmentally, economically, and socially vibrant places. As Western Pennsylvania’s founding authority on sustainable design, GBA drives the market for healthy communities while equipping designers, manufacturers, developers, educators, and policymakers to catalyze systemic change. Founded in 1993, GBA is one of the oldest regional green building organizations in the United States. GBA proudly serves Pittsburgh and the 26 counties of Western Pennsylvania, with stakeholders across the world. Visit gba.org to learn more.

The Pittsburgh 2030 District is an internationally recognized, locally driven strategic initiative of Green Building Alliance (GBA) that supports building owners and managers as they strive toward 50% reductions in energy use, water consumption, and transportation emissions by 2030, while improving indoor air quality. The District connects 106 Property Partners with 44 Community and Resource Partners, driving industry-leading performance through peer-to-peer learning, technical trainings, and data benchmarking. 2030districts.org/Pittsburgh

Assignments are to be completed at GBA’s offices on the South Side of Pittsburgh. This is a paid temporary part-time position and requires a commitment of 15-20 hours per week. This position will run from February 2020 – May 2020 with a possibility for extension depending on project and organizational need.

Responsibilities and Duties
• Assist in utility bill data entry of buildings in the Pittsburgh 2030 District to Energy Star Portfolio Manager.
• Scan or review incoming data to verify accuracy with other reported data or information in addition to assist in basic analysis of building data
• Contact Pittsburgh 2030 District Partners to verify accuracy of data and to ensure no data points are missing or incomplete.
• Assist with ongoing Pittsburgh 2030 District needs, including monthly Partner Meetings, Bridge to 2030 educational events, contact database management, and building data research as necessary.
• Support the onboarding process of new partners.
• Interact with and provide support to Pittsburgh 2030 District Property, Community, and Resource Partners as necessary.

Required Experience, Skills, & Abilities
• Excellent writing, verbal, and copyediting skills
• Significant proficiency with Microsoft Excel and working knowledge of Word, Outlook, and PowerPoint
• Self-motivated and detail-oriented, able to think both creatively and analytically through assigned projects and material
• Responsible, dependable, ethical, and committed to GBA’s mission
• Ability to keep sensitive information and data confidential as per GBA’s relationship with 2030 Partners
• Experience with Energy Star Portfolio Manager a plus

Please submit a cover letter and resume to hr@gbapgh.org by February 28, 2020 and include “Data Entry Consultant” in the subject line. No phone calls please.

GBA strives to create a diverse and inclusive workplace. We highly encourage qualified applicants regardless of age, color, creed, disability, ethnicity, gender, gender identity or expression, marital status, national origin, race, religion, sexual orientation, military or veteran status (or any combination of these or related factors) to submit an application for consideration. GBA is an Equal Opportunity Employer.