

Project Coordinator

Overview

Our client, Viridiant is a growing, non-profit environmental organization that works to advance sustainable, affordable, and energy efficient construction. The **Project Coordinator** provides hands-on project assistance to Technical Advisors, Project Managers, Director of Residential Operations, and Technical Director during design and throughout construction. This role is part of a cross functional, collaborative construction project team. Projects range from 6 months to 24 months with a majority located in Virginia. This non-supervisory position has the potential to grow with continuing education / certification and successful work performance. The Project Coordinator reports to the Director of Residential Operations who reports to the Executive Director.

Viridiant is energetic and offers a friendly work environment, attractive office, excellent educational opportunities, and the opportunity to have a positive impact on the building industry and environment. For over ten years, the organization has been contributing to the community with a budget of approximately \$1.6M and a fulltime staff of 12, as well as 15 independent field contractors. This is a unique opportunity to be part of cutting-edge, high-performance buildings and technologies! See www.viridiant.org for more information.

Summary of Primary Job Responsibilities and Duties

- Determine project scope and develop contracts.
- Perform takeoffs from architectural plans.
- Review construction documents and perform energy model projections.
- Coordinate and support Design Review facilitation.
- Support field staff / Technical Advisors.
- Maintain and track project documentation.
- Manage administration and delivery of certification programs incl. Utility Allowances and Final Certification.
- Participate in contract management; Includes tracking and approving Technical Advisor inspection expenses.
- Perform project quality assurance/ quality control.
- Perform additional responsibilities related to the success of the organization.

Key Qualifications, Skills and Abilities

- Some college; bachelor's degree in engineering or construction management preferred.
- Minimum 3 years in construction industry; any combination of education and experience that demonstrates the knowledge and ability to perform the work.
- Proficiency reading architectural, mechanical, electrical, and plumbing plans.
- Experience in architectural and energy modeling & analysis (software) preferred.
- RESNET RFI or HERS Certification preferred.
- Knowledge of residential energy-efficient construction and green building practices preferred.
- Skilled with Microsoft, Excel, and Outlook, as well as experience with CRM software (e.g., Salesforce.com) or related area; able to readily learn new software programs.
- Demonstrate in-depth attention to detail.; ability to manage and prioritize deadlines and excellent task management and organizational skills.
- Strong interpersonal and communication skills; Collaborative and positive demeanor.
- Valid driver's license: DMV record in good standing is required.

- Job duties are performed primarily in an office setting with little physical demand; able to lift 40 lbs.
- Monday through Friday 8:30 AM - 5:00 PM generally, with some flexible hybrid options.
- Promotes and adheres to organization's mission, vision and values, policies and applicable laws in a fair and equitable manner

Competitive Compensation Package! including health, dental, life insurance, LTD, paid time off, paid holidays and retirement contributions! Professional development; Work life balance and flex schedule opportunity with potential for some teleworking! Wages range from about \$20 to \$25 per hour depending upon related credentials and work experience.

To be considered for this immediate opening, please send your [resume with salary requirements](#) to hr@WarrenWhitney.com. This position will remain open until filled.

EOE. On behalf of its client, Warren Whitney reserves the right to alter, change, modify and/or terminate this job posting at any time without notice, or obligation, to any party.