



386 Fore Street, Suite 401
Portland, ME 04101
www.fore-solutions.com

Job Announcement LEED For Homes Program Coordinator

Fore Solutions is seeking a part-time program coordinator, with potential for up to full time work as a Project Assistant. This is a 20 hours/week position.

The Program Coordinator (PC) will run the day-to-day activities of the LEED for Homes projects in the pipeline. The PC ensures all clients enter the program with sufficient knowledge about the U.S. Green Building Council's LEED for Homes rating system and tracks all projects from start to finish. The PC works with and reports to the LEED for Homes Director at Fore Solutions. The PC works with the Director to stay up to date on program changes, assists in program planning and reports periodically on project status.

Job Responsibilities

- Field questions from potential clients, both residential and commercial
- Write proposals, follow-up on proposals and signed contracts
- Facilitate LEED for Homes preliminary rating meetings
- Review plans and specs at various stages throughout the design process
- Track construction progress and review meeting minutes
- Research and disseminate LEED for Homes program updates
- Assist in LEED for Homes marketing
- Coordinate with LEED for Homes Green Raters
- Help to review documentation submitted by design/construction teams
- Interact with USGBC inquiries, data collection, and reporting as needed
- Other tasks, as needed

Qualifications

- Undergraduate degree in related field, such as architecture, planning, engineering, etc.
- Understanding of residential building processes and systems
- Hands-on residential construction experience is a plus
- Familiarity with the LEED for Homes Rating System, or LEED GA or AP accreditation
- Enjoys working with people, good with facilitation
- Good organizational skills and attention to detail
- Passion for building science and improving the built environment

Fore Solutions and LEED for Homes

Fore Solutions offers a high performance green building consulting service that works directly with building professionals and owners hoping to achieve LEED certification or to use green building practices. Our office is located in the Old Port of Portland, ME. Fore Solutions currently has 10 employees.

Fore Solutions is a LEED for Homes Provider, and has been since the start of the program. Providers are responsible for working with eligible LEED for Homes projects in collaboration with Green Raters to verify that homes are built to meet the rigorous requirements of the LEED for Homes Rating System. Builders or developers interested in participating in the LEED for Homes green certification program must work with a Provider organization.

For more information, please see www.fore-solutions.com.

Fore Solutions is an equal opportunity employer.

How to Apply

Candidates are invited to submit their cover letter and resume to careers@fore-solutions.com. Applications received after January 15, 2011 will not be accepted. No phone calls please.