



# Job Opening

## O'Brien & Company is hiring up to three Project Assistants in the second half of 2009 to collectively fulfill the following responsibilities:

- Assist on commercial and residential green building consulting projects including direct project support and developing and maintaining tools for consulting
- Assist on consulting projects to develop sustainable strategies for municipalities, campuses, and corporations; create operational programs for existing buildings; develop guidelines for green building; and conduct green building advocacy and outreach
- Create and maintain trainings and educational products sold through the Sustainable Development Training Institute (SDTI), a division of O'Brien & Company
- Support the day-to-day management of SDTI including event coordination and product packaging/fulfillment (editing, design, logistics, sales management)
- Assist in the day-to-day management of the National Sustainable Building Advisor Program
- Support marketing and business managers with proposal tracking and contracting, and maintaining company qualifications and marketing materials
- Provide general customer service

Project Assistants must be knowledgeable about sustainability in the built environment and possess applicable work experience in government, planning, real estate development, design, construction, engineering, or operations. The position will build on your knowledge and experience through work with leading consultants on progressive policy, planning, building, and educational projects. You must be eager to take on all levels of tasks including: fixing footnotes on large reports; verifying minutia of LEED documentation; responding rapidly and cogently to the president of a client firm on the merits of green building; and drafting a high-level, robust presentation for a company principal to deliver. Specific job descriptions will be developed based on applicant strengths and interests.

### Qualifications we are seeking include:

- Work experience in planning, design, engineering, construction, real estate development, facility operations, building science or related built environment fields
- Training/experience in sustainable design and construction, LEED AP, LEED project experience, Certified Sustainable Building Advisor, Living Building Leader, or other
- Excellent writing and verbal skills including ability to write about sustainability for technical and lay audiences
- Strong visual sensibility, layout and graphic design experience
- Thorough, detail-oriented; quick and efficient
- Responsible, initiative taker with good judgment
- A commitment to O'Brien & Company
- Computer skills: Microsoft Office, Adobe Creative Suite, Web editing software. Ability to work efficiently with computer programs to compile well designed and organized documents and web based tools

## Project Assistant

### Hours

32 – 40 hours/week

### Compensation

Low to mid \$40s, annual, D.O.E.

### Benefits

- 2 weeks paid vacation (64-80 hours)
- 8 paid holidays
- Health insurance benefit
- Commuting benefit
- Eligible for 401k contribution after one year of employment as a regular employee
- Employee elected disability, life insurance, and supplemental health insurance

### Start Date

To Be Determined

### Travel

Position requires regular travel

## To Apply

Send a cover letter and resume to [donna@obrienandco.com](mailto:donna@obrienandco.com). Please specifically address which of the responsibilities listed you are interested in and describe how you may qualify to fulfill them. Please provide an e-mail and daytime phone number where you can be reached. Applicants will be notified of the status of their application within 60 days. No phone calls please.



[www.obrienandco.com](http://www.obrienandco.com)

O'Brien & Company is a nationally recognized leader in green design and construction consulting, sustainability programs, and training and educational product development. We work collaboratively with owners, developers, architects, contractors, municipalities and other organizations who influence the built environment.