



Build San Antonio Green Program Associate Job Description

Essential Duties & Tasks:

- Assist with management of BSAG's projects database through Sales Force as needed
- Perform Site Visits for solar and/or green building programs as needed
- Participate in outreach events such as booths, festivals, and conferences
- Promotion of BSAG's activities
- Attend some weekend events
- Answer phones, file/scan documents
- Other duties as assigned

Knowledge, Skills and Abilities:

- Experience with AutoCAD, SketchUp, Revit, Aurora Solar and/or other computer drafting software
- Knowledge of Windows Office software including Word, Excel, Access, and PowerPoint
- May need to receive solar technical training, such as NABCEP certification
- Ability to operate under minimal supervision
- Ability to learn quickly and act as a member of a team
- Ability to communicate, both written and orally, with building/solar professionals and the general public
- Knowledge of solar policies and basic science of solar energy
- Knowledge of green building and energy rating standards, preferred but not required
- Knowledge of REM/Rate and other energy rating software, preferred but not required

Minimum Qualifications & Requirements:

- Experience with AutoCAD, SketchUp, Revit, Aurora Solar and/or other computer drafting software
- College education in Construction Management, Architecture or other related fields preferred but not required
- Transportation required

Salary and Benefits:

- Salary dependent on experience with the minimum salary starting at \$30,000
- Health, dental, and vision insurance
- Vacation days and sick leave

If interested, please send an email with your resume and cover letter to: krodriguez@buildsagreen.org