

Position: Junior Green Building Coordinator

Company: Light House

Location: Vancouver (work from office and home)

Light House is committed to revolutionizing the built environment by driving circularity and sustainability. Our team of passionate experts are dedicated to finding innovative solutions that minimize waste, seek regenerative goals, advance health and wellness, maximize resource efficiency, and promote a circular economy. Our mission is to create a greener, more sustainable future by integrating circular, regenerative principles into the design, construction, and operation of buildings and infrastructure. We offer employees a flexible work environment, generous benefits plan, and professional training allowance.

As we continue to expand our organization, we are seeking a talented and motivated **Junior Green Building Coordinator** to join our dynamic team. As a Junior Green Building Coordinator, you will play a vital role in supporting the successful execution of regenerative building projects. You will work closely with the project management team, assisting in the coordination and administration of projects from inception to completion. This role offers an excellent opportunity for a proactive individual with a passion for sustainability and a desire to contribute to meaningful projects that have a positive impact on the environment.

Responsibilities:

- Assist project team on certification management services projects (LEED, WELL, Fitwel, Built Green, Living Building Challenge).
- Review green building materials.
- Collect documentation.
- Tracking and update project status.
- Maintain action item lists.
- Provide technical and advisory research on regenerative building practices, industry trends, and emerging technologies and materials.
- Support report writing, and editing.
- Assist in life cycle, carbon and material analysis

Qualifications + Skills:

- Post-secondary education, with a preference given to degrees, technical diplomas, or trades training related to building design or construction.
- 1-3 years of experience in building design, and construction.
- Ability to interpret design drawings and specifications.
- Familiarity with sustainable building certifications (e.g., LEED, WELL, Fitwel, BuiltGreen, Living Building Challenge) is a plus.
- Familiarity with carbon neutral, life cycle analysis, biophilic, healthy building or sustainable building materials is considered an asset.
- Strong passion for sustainability and regenerative building practices.

- Excellent organizational skills and attention to detail.
- Effective communication skills, both written and verbal (English).
- Strong research and analytical abilities, an aptitude for quantitative analysis
- Proactive mindset and ability to work both independently and collaboratively.
- Ability to multitask, prioritize, and meet deadlines in a fast-paced environment.
- Excellent command of Microsoft Word, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint.

If this sounds like you, we would love to hear from you. **Please submit your resume, cover letter, and any other relevant supporting documents to gil@light-house.org. Please include "Junior GB Coordinator Application" in the subject line.**

Note: Light House is a Living Wage Employee. While we appreciate the time and effort taken to submit an application, only shortlisted candidates will be contacted for an interview. We look forward to receiving your application.