

# Instituto Thomas Jefferson

## JOB DESCRIPTION

JOB TITLE: LEED Certification and Education Coordinator  
LOCATION: Mexico City, Mexico  
REPORTS TO: Ramon Carvajal, Instituto Thomas Jefferson  
DATE: January 2015

### **GENERAL DESCRIPTION**

Instituto Thomas Jefferson (ITJ) is a network of schools based in Mexico City, Guadalajara, and Queretaro that has been on the leading edge of social emotional learning, project-based education, and student-powered innovation for 37 years. ITJ has recently made the decision to further invest in the future, dedicating full effort to put all of its students and teachers in schools that have a responsible environmental footprint, support the health of occupants, and support education for sustainability. To make this vision a reality, ITJ has partnered with the Center for Green Schools at USGBC (the Center), a non-profit in the United States with a vision to ensure that every child attends a green school within this generation.

The Center has provided direct supervision and guidance to school system staff in sustainability implementation since its founding in 2010 through the Green Schools Fellowship Program and, more recently, the School District Sustainability program. The LEED Certification and Education Coordinator position at ITJ will be hired by and housed within ITJ and will have additional support from the Center to implement LEED LAB in each campus, involving students fully in the process of achieving LEED certification in new and existing buildings. The LEED Certification and Education Coordinator will act as the head of sustainability within the physical environment at ITJ, implementing transformative practices and working hands-on with teachers, staff, and students to improve their learning environment.

The LEED Certification and Education Coordinator at ITJ will be located in school offices in Mexico City, beginning in January 2015. In addition to salary and benefits, housing and transportation support will be offered. If necessary, limited relocation assistance is also available.

The position offers an extraordinary experience in entrepreneurship paired with a rigorous training program. The ideal candidate will understand the patience, authentic passion, and persistence that are required to be a change agent in a complex organization. The final candidate will be selected based on the qualifications outlined below as well as his or her ability to fit well within the culture of ITJ.

### **RESPONSIBILITIES INCLUDE**

#### *General Responsibilities*

- Become thoroughly familiar with each of ITJ's campuses and their structure, history, and staff responsibilities within the first month of hire.
- Oversee implementation of and provide supervision and direction to all efforts related to the sustainability of the physical learning environment at ITJ.

- Coordinate fully with and maintain proactive, regular communication with the Whole School Sustainability Manager at ITJ and his or her counterpart at the Center for Green Schools.
- Manage LEED LAB projects with students and faculty at ITJ on each campus. Oversee all aspects of LEED certification for new and existing buildings at ITJ's campuses, involving students wherever possible and incorporating the process into ongoing sustainability education at ITJ.
- Building on existing programs and knowledge at ITJ and working thoughtfully with staff across the organization, set forth initial one, three and five year plans to progress each of the campuses toward sustainable construction and operations. Plot the course toward LEED certification for each of the campuses and update these plans regularly throughout the position's tenure. Proactively communicate progress toward sustainability to all stakeholders across the organization, maintaining group motivation and project ownership.
- With the Whole School Sustainability Manager, advise on content for contracts dealing with school grounds, building projects, cleaning and maintenance, food, procurement, waste management and others that may influence the ability of the system to maintain efficient, environmentally responsible, healthy schools.
- Assist in connecting ITJ and its sustainability programs with helpful municipal and non-profit resources. As appropriate, coordinate sustainability efforts with city departments, including the Office of Environmental and Energy Services, the Public Works Department, and the Public Health Commission (or similar).
- Become active in the network of green building practitioners and champions in Mexico to open up opportunities for ITJ. In consultation with ITJ staff and leadership, schedule meetings and attend regional events and conferences to make business connections and partnerships for the benefit of ITJ.
- Proactively engage parents and community members in whole school sustainability efforts, educating them about school activities and how they can bring environmental sustainability, healthy environments and energy efficiency into their homes.
- In coordination with ITJ leadership and the Center/USGBC Communications team, prepare for storytelling, media inquiries, and publicity opportunities as they arise.

#### *Administrative Responsibilities*

- Check in with the Center at least twice a month by phone and in writing on successes and challenges and participate in bi-weekly webcasts with the Center for Green Schools School District Sustainability Manager and the Green Schools Fellows and scholarship recipients.
- Set up regular check-in meetings with and proactively seek input of on-site supervisor at ITJ.
- Proactively maintain regular communication with Center for Green Schools staff.
- Attend and participate in professional development opportunities, including in-person trainings in Washington, DC, the Greenbuild International Conference and Expo, and relevant regional conferences (as approved by ITJ). In the conduct of all these duties, maintain positive relationships and open communications with the Center for Green Schools at USGBC, ITJ leadership, and partners.

## **EDUCATION & TRAINING REQUIREMENTS/PREFERENCES**

- Bachelor's degree required
- Master's degree in Organizational Sustainability or the Building Sciences *or equivalent work experience* in a field related to implementing sustainability strategies required.
- Current LEED Accredited Professional credential required.

## **EXPERIENCE REQUIREMENTS**

- Minimum 3 years of consecutive work experience required.
- LEED project experience on two or more certified projects required.
- Experience in leading and managing individuals and teams preferred.

## **OTHER REQUIRED SKILLS AND QUALIFICATIONS**

- Written and verbal fluency in Spanish and English required.
- Strong general verbal, written, and presentation skills.
- Entrepreneurial, creative self-starter.
- Attention to detail and ability to handle multiple tasks.
- Very strong organizational and project management skills.
- Ability to connect with people and build relationships with business, organizational, community, city and county leaders; ability to handle a broad range of stakeholders with grace and diplomacy.
- Outstanding interpersonal skills, with the ability to work with diverse interests and across all levels of the organization; equally comfortable with CEOs and school parents.
- Ability to work effectively as part of a team.
- Ability and willingness to work a flexible schedule, including some evening and weekends.
- Strong computer skills, including fluency with CAD software, Adobe Creative Suite, and Microsoft Office products.
- Knowledge of the sustainable built environment and green building practices.
- Commitment to the mission of Instituto Thomas Jefferson.
- Commitment to the mission of USGBC and the vision of the Center for Green Schools.

Email a resume, cover letter, and one page writing sample to Anisa Baldwin Metzger at [anisa@usgbc.org](mailto:anisa@usgbc.org) no later than 6:00pm ET on October 24th, 2014.