

Volunteer Job Description
U. S. Green Building Council, Southwest Virginia Chapter
Based in Roanoke, Virginia

Volunteer Position Title: Database Manager

Chapter Vision, Mission, and Aim:

Our vision: Southwest Virginia is a sustainable environment where people are prosperous, healthy, socially responsible, and harmonious with nature thus assuring the same for future generations. Our mission is to promote sustainable practices for the built environment through education and leadership in our community. The Chapter produces the following related to green building design, construction, and operations: educational and outreach programs, advocacy, and partnerships with other organizations. Our website is the main communications portal for a range of tasks related to these aims. For more information: see www.usgbcswva.org

Job Description:

Responsible for database functionality, main interface with Membership Committee, maintains a sortable, stable list of members and other contacts, maintains database/RSS feed coordination, occasional USGBC listserv coordination (if required by national USGBC) monthly overview and report to the committee; trains incoming Database Manager

Approximate Hours Per Month: 2-5 weekly plus occasional project specific content development

Commitment Timeframe: 13 months December (or starting month) – December (or last month). The first/last month is an 'overlap' month between outgoing and incoming Database Manager reserved for training, skills development and coordination/oversight. New Database Manager takes over 100% beginning January (or second month).

Desired Qualifications:

- Experience with website-based listserv and database management (Excel, HTML, WYSIWYG, etc)
- Detail-orientation a must
- Strong organizational skills
- Ability to manage deadlines
- Member of Chapter or willing and able to join Chapter (fee of 65.00/year)
- Commitment to the Chapter's vision and mission.

Specific Responsibilities:

- Maintain a stable, sortable and complete list of members and other Chapter contacts
- Create groups and lists as required for use by Chapter committees
- Maintain database/RSS feed coordination
- Maintain USGBC 'Lyris' listserv coordination
- Participate in monthly Communications Committee meetings and collaborate with other Committee members to set policy and standards regarding the website.

Positions Reports to: Chair of the Communications Committee

To apply for this volunteer opportunity, Contact: Monica Rokicki-Guajardo, Chair, Communications Committee
mrokicki@balzer.cc or communications@usgbcswva.org