

## Volunteer position – for NZGBC student member

June 2016

<b>Position Title:</b>	Volunteer – NZGBC Technical Team / Membership & Marketing Team Up to three volunteer positions are offered each semester and during the summer period. (This position is unpaid).
<b>How to apply:</b>	Send a CV and cover letter to Susan Blayney <a href="mailto:membership@nzgbc.org.nz">membership@nzgbc.org.nz</a> Phone: 09 379 3996 <a href="http://www.nzgbc.org.nz">www.nzgbc.org.nz</a> <b>For Summer positions:</b> by 30 <sup>th</sup> October <b>For Semester 1 positions:</b> by 31 <sup>st</sup> January <b>For Semester 2 positions:</b> by 30 <sup>th</sup> May
<b>Background:</b>	<p>The New Zealand Green Building Council (NZGBC) is a not-for-profit, industry organisation dedicated to a sustainable built environment. Our vision is that New Zealanders live, work and play in healthy, efficient and productive buildings in a sustainable built environment. NZGBC achieves this through:</p> <ul style="list-style-type: none"> <li>• Setting standards of industry best practice, primarily through the adaptation and development of sustainability rating systems for the built environment;</li> <li>• Education and training for all areas of the building industry value chain, through professional continuing education, selected green building modules and cross industry collaboration with other industry organisations;</li> <li>• Influencing policy through leading and demonstrating best practice, advocacy through industry networks and supporting a research agenda that will influence the market; and</li> <li>• Providing access to networks, information and the latest global resources for our members to actively lead the New Zealand market.</li> </ul> <p>Rapid growth creates major challenges and opportunities for ambitious, ethically motivated individuals to make a difference whilst developing their careers.</p>
<b>Hours of Work:</b>	<p><b>Summer Volunteer positions:</b> hours to suit, between 8.30am-5pm Monday to Friday, for a minimum of 2 days per week, for a minimum period of 4 months. Start date is flexible.</p> <p><b>Semester 1 &amp; 2 Volunteer positions:</b> hours to suit, between 8.30am-5pm Monday to Friday, for a minimum of 1 day per week, for a minimum period of 5 months. Start date is flexible.</p>
<b>Location:</b>	The office of NZGBC located 205 Queen Street, Auckland City.
<b>Purpose of Position:</b>	To support the successful operation of the NZGBC’s building environmental rating tools, and other NZGBC activities related to membership and marketing.

<b>Nature and Scope of the Position:</b>	<p>The role of the Volunteer position will vary dependent upon NZGBC’s current workload and projects, but could include:</p> <ul style="list-style-type: none"> <li>• Assistance with the business-as-usual operations related to the certification of Green Star, Homestar and NABERSNZ projects</li> <li>• Assistance with rating tool review and development projects</li> <li>• Assistance with the development or maintenance of technical tools and templates (dependent upon programming/ excel experience of the Volunteer)</li> <li>• Extraction of project data from NZGBC databases for the purposes of research</li> <li>• Tracking of project data and statistics</li> <li>• Research projects related to the rating tools and certified buildings</li> <li>• Development of marketing materials and/ or case studies</li> <li>• Other projects related to NZGBC marketing and membership</li> </ul>
<b>Key Tasks:</b>	<p><b>Certification Assistance</b></p> <ul style="list-style-type: none"> <li>• Input of project information into NZGBC databases</li> <li>• Creation of new, or maintenance of existing databases, templates, technical manuals and calculators</li> </ul> <p><b>Tool Review and Development Projects</b></p> <ul style="list-style-type: none"> <li>• Research of comparable international rating tools, case studies, best practices related to the review topic.</li> <li>• Assistance in the development of criteria in relation to the project, and implementation of these into technical manuals, tools and communications materials.</li> <li>• Development and/ or testing of calculators, templates, spreadsheets etc.</li> <li>• Engagement with industry members in relation to the project(s) as required.</li> </ul> <p><b>Marketing Assistance</b></p> <ul style="list-style-type: none"> <li>• Creation of project case studies</li> <li>• Assistance in the creation or maintenance of marketing and presentation materials.</li> </ul> <p><b>Research &amp; Other Projects</b></p> <ul style="list-style-type: none"> <li>• General web-based, or industry research related to the relevant topic or project.</li> <li>• Other tasks as required</li> </ul>
<b>Functional Relationships</b>	<p><b>Internal Relationships</b></p> <p>Volunteer will be informed of which NZGBC staff member they report to, based on current projects, workloads and needs.</p> <ul style="list-style-type: none"> <li>• Internal NZGBC staff</li> </ul> <p><b>External Relationships</b></p> <ul style="list-style-type: none"> <li>• Research institutions</li> <li>• Products &amp; materials manufacturers</li> <li>• Industry experts</li> </ul>
<b>Suggested qualities and capabilities:</b>	<ul style="list-style-type: none"> <li>• Current NZGBC student member</li> <li>• Excellent English communication written and oral skills</li> <li>• Research experience</li> <li>• Other graphic design/ programming/ excel/ writing skills as needed.</li> </ul>

**Volunteer benefits**

- Access to NZGBC knowledge sharing and networking events during the engagement period
- Participation free-of-charge to either a Green Star Practitioner or Homestar Practitioner course
- Valuable work experience within a well-respected, not-for-profit, green building industry organisation.