



EMIRATES GREEN BUILDING COUNCIL

JOB DESCRIPTION

1. Job Title: Education Officer

2. Reporting Relationships	Job Title
	Director ↑ Education Officer

3. Job Purpose

To support capacity building and green building literacy of the UAE's construction and building industry by leading the EmiratesGBC Education Program, including events and trainings programming and serving as liaison with key stakeholders.

4. Key Responsibilities

- Contribute to the development of education and events strategies - inclusive of KPI's
- Oversee the planning, logistics and delivery of EmiratesGBC's two high-profile events: Annual Congress and Annual Awards
- Develop and maintain calendar of events - plan, organize and implement monthly events (networking events, seminars)
- Manage enquiries for event participation and endorsement, and negotiate and implement barter agreements with organizers
- Contribute to obtaining sponsorship funds for EmiratesGBC events
- Undertake event reporting
- Maintain ISO forms and implement procedures relating to the education and events activities of EmiratesGBC
- Manage strategic educational partnerships with relevant organizations
- Coordinate with education partners for green building trainings and prepare training proposals and reports as needed
- Support the development of the Emirates Coalition for Green Schools
- Prepare content for the monthly EmiratesGBC newsletter
- Contribute relevant content to the EmiratesGBC website and manage the education and events related webpages
- Work closely with office team to contribute technical content to communications, marketing campaigns and educational events
- Manage volunteers and small teams of people for bespoke projects/events
- Liaise closely with EmiratesGBC Technical Team to ensure trainings and events support technical programs

5. Key Relationships

Internal	External
Office Team	All Stakeholders (including but not limited to: academic institutions, training providers, EmiratesGBC members, strategic partners)
Management Committee	

6. Qualification/Experience

- Minimum 2 years professional experience with experience overseeing training/education programs and/or organizing events
- Working knowledge of sustainability and green building topics; UAE industry experience is preferred
- University degree in relevant field

7. Soft Skills

- Professional at all times; Culturally sensitive and diplomatic
- Excellent written and verbal communication skills (English required, Arabic a plus); Public speaking skills
- Leadership and team management skills
- Self starter, motivated and energetic
- Able to multi-task and meet demanding deadlines; time management and organization skills are essential
- Attention to detail and ability to work cross-functionally
- Advance skills in Office software packages, Wordpress, and Adobe Photoshop
- Valid UAE driving license and vehicle for mode of transportation to/from external events