Project Coordinator
We are seeking a motivated Project Coordinator to work collaboratively in a startup environment, performing research and sourcing on green building materials, methods, municipal and state building code, and sustainability initiatives.

About Us
Grayscale is engaged in technical analysis and project development in the areas of urban planning, sustainability, and real estate.

Responsibilities
- Develop database of green building materials and components including fixtures, appliances, lighting, etc.
- Assist in the development of white papers related to green building methods.
- Assist in sustainability/LEED tracking.
- Other administrative duties as assigned.

Required Skills
- Mastery of PowerPoint, Excel, and Google Suite.
- Strong organizational skills.
- Basic knowledge of architecture, design, and/or construction.
- Excellent verbal and written communication skills.
- Good sense of humor required.

Required Experience
- Pursuing a Bachelor's/Master's degree in engineering, architecture, project management, or environmental science.
- 2 to 4 years’ experience (including student jobs).

Commitment
20 hours per week (opportunity to become part of permanent team)

Compensation
TBD based on experience

Contact
Please send letter of interest, resume, and writing sample to Gabriela.barrocas@gmail.com