
LEED Green Associate (LEED GA)

Seniority level: Junior/Medior | **Location:** Aruba | **Employment type:** to be discussed based on the candidate's profile

About Henceforth Green

Henceforth Green N.V. (hereinafter "HFG") is an Aruba-based practice working at the intersection of engineering, sustainability, verification and building performance, across Aruba and the wider Caribbean. Our LEED APs work across the BD+C, ID+C, O+M and ND rating systems, supported by a dedicated documentation and coordination function that keeps certification projects on schedule.

Role overview

The LEED Green Associate supports HFG's LEED Accredited Professionals across certification projects — assisting with documentation, credit tracking and coordination — and serves as an entry point into specialised LEED practice across the BD+C, ID+C, O+M and ND rating systems.

Key responsibilities

- Support LEED APs with credit documentation, tracking and evidence collection across active certification projects.
- Assist with preparation of LEED submission packages and responses to USGBC review comments.
- Help maintain project credit trackers and documentation registers.
- Assist with utility benchmarking and waste or water audit data collection and organisation.
- Coordinate with project teams, contractors and suppliers to follow up on outstanding documentation.
- Support site visits and walk-throughs where documentation verification is required.
- Contribute to internal training materials and knowledge-sharing on LEED rating systems.

Required qualifications and experience

- Degree in engineering, architecture, environmental science, sustainability, or a related field, or equivalent experience.
- LEED Green Associate credential required.
- One to two years of relevant experience, or a strong academic background in sustainability or building performance; recent graduates are welcome to apply.
- Local Aruba or Caribbean experience is not required; international candidates are welcome to apply.
- Excellent command of written and spoken English is required.

Technical / software skills

- Familiarity with LEED Online.
- General proficiency with Microsoft Office and spreadsheets.
- Exposure to Revit or AutoCAD is an advantage, not a requirement.

Key personal qualities

- Organized, with a strong appetite to learn across multiple rating systems.
- Comfortable with detailed, sustained documentation work.
- Clear communicator supporting senior LEED APs.
- Reliable in following up on outstanding items until they are resolved.

What HFG offers

- A defined pathway toward LEED AP specialization, supported by HFG's senior LEED APs and technical staff.
- Direct exposure to certification projects across BD+C, ID+C, O+M and ND.
- Involvement alongside HFG's engineering, BIM and assessment teams.
- Employment type to be discussed based on the candidate's profile.

How to apply

Please send a CV, a short motivation letter, relevant professional registration or certification where applicable to maxime@hfgaruba.com.

Best regards,

MSc Maxime Kaan

Operations Manager

Henceforth Green N.V.

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