



## POSITION DESCRIPTION

### Senior Associate for Policy and Programs

May 9, 2016

The Product Stewardship Institute (PSI) seeks a passionate and self-motivated individual with strong policy, project management, and leadership skills to join our collaborative fast-paced organization that is at the forefront of the U.S. product stewardship movement.

- **Salary:** \$55,000 to \$75,000, commensurate with experience (includes a generous benefits package).
- **Application Deadline:** June 5, 2016 (early applications encouraged)
- **Start Date:** preferably July 1 or sooner
- **Location:** Boston, MA (Copley Square/South End)

PSI works with diverse stakeholders to reduce the health, environmental, and economic impacts of a [wide array of consumer products](#), including paint, electronics, packaging, carpet, mattresses, thermostats, batteries, and pharmaceuticals. Best known for our high quality research, advocacy, and collaborative approach to developing both legislated and voluntary product-oriented solutions, PSI has a long history of successes, including:

- Conceived of, and facilitated, the multi-stakeholder dialogue process that led to the **first industry-run paint recycling program in the country**, now operating by law in 8 states and the District of Columbia;
- Initiated national discussion on e-waste management, resulting in **electronics recycling laws in 25 states**;
- With Staples and the U.S. Environmental Protection Agency, **piloted the first voluntary retail-based computer recycling program in the country**, which now operates nationally and became a model for Best Buy and related retail take-back programs;
- Initiated **national discussions, developed policy models, and facilitated stakeholder dialogues** that led to 13 state laws on mercury thermostat recycling, 8 laws on safe pharmaceutical disposal, 4 state laws on fluorescent lamp recycling, and 3 state laws on mattress recycling; and
- Led a national coalition that **changed the federal law and subsequent regulations** to allow pharmacies to collect controlled prescription drugs, increasing consumer convenience and lowering collection costs.

#### Job Responsibilities

The Senior Associate for Policy and Programs will play a critical role in PSI's strategic efforts to promote the sustainable use of materials that is consistent with the vision of a circular economy. This person will develop and lead nationwide projects pertaining to electronics, packaging, and other product sectors, including the following: improving existing state electronics programs and passing new laws; increasing recycling rates for packaging and printed paper by educating US stakeholders about packaging EPR programs in other countries and developing models for the US; and reducing plastic marine pollution by designing and conducting voluntary source reduction pilot projects with companies and business organizations. This position will involve building coalitions in support of action, advocating for change, and facilitating several state product stewardship councils. The senior associate will also speak at conferences and on webinars, lobby to pass legislation, assist in fundraising to sustain the organization's work, and create and act on new business opportunities.

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*The Product Stewardship Institute is an equal opportunity provider and employer.*

## Qualifications & Requirements

The ideal candidate will have the following qualifications:

- Master's Degree (preferred) in an environmental discipline. 5-10 years experience in waste management policy, including managing or overseeing electronics and/or packaging recycling programs.
- Demonstrated project management and team leadership skills. Proven record in completing projects on time and on budget while producing high quality results.
- Ability to manage multiple, complex, and fast-moving projects that include research/analysis, policy development, advocacy, education, multi-stakeholder input, project implementation, and evaluation;
- Ability to solve problems by clarifying ambiguity, employing a positive "can do" attitude, and being perseverant. Work well independently and as part of a team.
- Ability to facilitate technical multi-stakeholder calls and meetings.
- Highly developed communication and interpersonal skills, including exceptional writing and the ability to translate ideas into clear, compelling proposals, presentations, and reports.
- Ability to advocate for policies, including during the legislative process.
- Experience in identifying new project and funding opportunities, and developing grant proposals.

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**Product Stewardship Institute, Inc. (PSI)** is a national, membership-based nonprofit dedicated to reducing the health and environmental impacts of consumer products. Headquartered in Boston, Mass., PSI takes a unique approach to solving waste management problems by bringing together key stakeholders with conflicting interests to develop product stewardship solutions in a collaborative manner, with a focus on having manufacturers assume primary financial and management responsibility. With a robust membership base of 47 state governments, hundreds of local governments, and more than 110 companies, organizations, universities, and non-U.S. governments, we work to design, implement, evaluate, strengthen, and promote both legislative and voluntary product stewardship initiatives across North America. For more information, please visit [www.productstewardship.us](http://www.productstewardship.us).

**PSI Mission and Vision:** At PSI, we envision a society in which consumer product manufacturers take primary responsibility for the environmental, health, and economic impacts of their products all across their lifecycle—particularly at the end of a product's intended usefulness. When manufacturers are required, by law, to manage their products in environmentally responsible ways, the result will be products that are less toxic, less hazardous, and more recyclable. Additionally, local taxpayers and governments will be relieved of the financial and operational burdens of product collection and management.

**To Apply:** Please email (with subject line "Senior Associate for Policy and Programs") a cover letter, resume, and two writing samples (one research report and one shorter piece) to [amanda@productstewardship.us](mailto:amanda@productstewardship.us). Applications received without writing samples will not be considered. Additional work samples welcome. *The Product Stewardship Institute, Inc. is an equal opportunity and affirmative action employer and provider.*