



POSITION DESCRIPTION
Associate for Policy and Programs
May 8, 2018

The Product Stewardship Institute (PSI) seeks a passionate, self-motivated, highly organized policy enthusiast with strong project management and leadership skills to join our team of dedicated, collaborative environmental stewards. This is an excellent opportunity to be part of a fast-paced organization that has been at the forefront of the product stewardship movement in the U.S. for the past 18 years.

- **Salary:** commensurate with experience (includes a generous benefits package).
- **Deadline Application:** until filled
- **Start Date:** immediate opening
- **Location:** Boston, MA

PSI works with diverse stakeholders to reduce the health, environmental, and economic impacts of a [wide array of consumer products](#) including paint, carpet, mattresses, thermostats, batteries, electronics, packaging, and pharmaceuticals. Best known for our collaborative approach to developing both voluntary and legislated solutions to recycling and waste management issues, 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 eight states and the District of Columbia;
- Initiated the national discussion on e-waste management that resulted 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 became a model for Best Buy and related programs;
- Helped Connecticut develop and pass the **first mattress recycling law in the U.S.**, becoming a model for similar laws passed in California and Rhode Island; 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 costs.

As a member of PSI's highly passionate and collaborative team, you will work on/lead a variety of projects, particularly those related to paint, electronics, packaging, and toxics. These projects include: educate stakeholders about packaging EPR programs and develop a U.S. model; help pass new paint stewardship laws and improve existing programs; help recycled paint manufacturers increase consumer awareness and retail availability of their products; promote green cleaning products in collaboration with retail grocery stores; advise government agencies on electronics program best practices and regulatory changes; conduct curbside recycling and recycling market research; assist local governments in specific states to develop and implement product stewardship programs and policies.

Job Responsibilities

- Manage multiple, complex, and fast-moving projects from conception through implementation and reporting; complete projects on time and on budget while meeting PSI's high quality standards.
- Help design and conduct research, analyze data, and write high-impact reports.
- Build interest in, and support implementation of, product stewardship through education, outreach, and technical support to government, nonprofit, and for-profit organizations.
- Analyze/recommend policies, regulations, and legislation, and advocate for passage.
- Help design, coordinate, and facilitate multi-stakeholder calls and meetings focused on technical product stewardship topics.

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tel. 617.236.4855 | www.productstewardship.us | [@productsteward](#)
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- Assist to develop voluntary and legislated stewardship programs; coordinate pilot projects; and evaluate and improve existing programs.
- Create PowerPoint presentations and speak on behalf of PSI at conferences and on webinars.
- Identify new project and funding opportunities that advance the organization's mission, and assist in developing grant proposals.
- Build and nurture relationships with companies, environmental groups, and government agencies.
- Assist with project development and grant proposal writing.
- Keep abreast of domestic and international product stewardship initiatives.

Qualifications & Requirements

The ideal candidate will have a strong environmental and/or waste management and recycling policy background, and demonstrated project management and team leadership skills. Other qualifications include:

- Bachelor's Degree (Master's Degree preferred) in an environmental discipline. Experience in the environmental field, and product stewardship in particular, strongly preferred.
- Positive "can do" attitude and ability to work well independently and as part of a team.
- Ability to multi-task in a fast-paced organization with numerous priorities.
- Adept at managing multiple projects simultaneously and able to produce high-quality results, on time, and within budget.
- Strong technical skills including research techniques, pilot design, policy analysis, project evaluation; ability to advocate for policies, including during the legislative process.
- Highly developed communication and interpersonal skills, including exceptional writing and the ability to translate ideas into clear, compelling proposals, presentations, and reports.
- Experience facilitating groups in person and over the telephone.
- Ability to work collaboratively and objectively with representatives from government, industry, environmental groups, and those with other stakeholder interests.
- Ability and initiative to identify and build relationships with potential clients and strategic partners.
- Knowledge of voluntary and regulatory product stewardship programs, laws, and regulations in the U.S. and abroad, preferred.

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 managerial responsibility. With a robust membership base of 47 state governments, along with hundreds of local governments from coast-to-coast, and more than 100 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.

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 design, manufacture, and manage their products in environmentally responsible ways, the result will be products that are less toxic and less hazardous. Additionally, local taxpayers and governments will be relieved of the financial and operational burdens of materials collection and management.

To Apply: Please email (with subject line "Associate for Policy and Programs") a cover letter, resume, and two writing samples (one research report and one shorter piece) to 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.*