



## POSITION DESCRIPTION

### Associate for Policy and Programs

April 5, 2019

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 two decades.

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

PSI works with diverse stakeholders to reduce the health, environmental, and economic impacts of a [more than 20 consumer products](#). 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 manage or assist with PSI's work on a variety of projects related to pharmaceuticals, medical sharps, electronics, solar panels, textiles, paint, and packaging. Your work will include research to support programs and policies, developing legislative language and support the political process, facilitate state product stewardship councils, and assisting product recyclers to increase reuse/recycling opportunities.

#### 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.
- Assist to develop voluntary and legislated stewardship programs; coordinate pilot projects; and evaluate and improve existing programs.

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tel. 617.236.4855 | [www.productstewardship.us](http://www.productstewardship.us) | @productsteward  
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- Help develop outreach and education materials to promote PSI and product stewardship policies.
- Help develop PowerPoint presentations for PSI speaking engagements at conferences and on webinars.
- Identify new project and funding opportunities that advance the organization’s mission, and assist in developing grant proposals.
- Help build and nurture relationships with companies, environmental groups, and government agencies.
- Keep abreast of domestic and international product stewardship developments in your designated product areas.

### **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.
- Highly developed communication and interpersonal skills, including exceptional writing and the ability to translate ideas into clear, compelling proposals, presentations, and reports.
- Strong technical skills including research and analysis techniques, pilot design, and policy analysis.
- Strong understanding of the legislative process and ability to advocate for policies during and outside the legislative process.
- 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.
- Experience with Adobe design suite preferred.

**Product Stewardship Institute, Inc.** (PSI) is a national nonprofit committed to reducing the health and environmental impacts of consumer products. We are known for our collaborative approach and strong emphasis on producer responsibility. We represent our members from 47 state environmental agencies and hundreds of local governments, and collaborate with more than 120 partners from companies, organizations, academia, and non-U.S. governments. For more information, visit [www.productstewardship.us](http://www.productstewardship.us).

**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](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 employer and provider.*