

# Toxics in Packaging Program Manager - Job Announcement



## Job Summary (Essential functions)

This is an hourly, part-time position anticipated to average 8 hours per week, 48 weeks/year. It will operate from a home office with oversight from the TPCH Executive Committee and the NERC Executive Director.

The Program Manager is responsible for general program administration and implementation, including convening monthly meetings (conference call), answering questions about state and model Toxics in Packaging laws, and website maintenance. Occasional travel is required for the annual meeting and presentations.

## Specific areas of responsibility include:

### Administration

- Convene member meetings
  - Monthly conference calls
  - Convene Annual face-to-face membership meeting
  - Prepare and distribute agendas and meeting minutes
- Respond to inquiries from external sources
- Maintain phone log of questions and responses
- Coordinate responses to exemption requests from regulated entities
- Prepare and distribute annual report on activities to members
- Prepare and distribute work plan and budget for the fiscal year
- Financial oversight
  - Prepare annual member dues invoices and track payments
  - Review and approve quarterly finance reports provided by NERC
- Maintain organizational records

### Outreach

- General
  - Disseminate and publicize research findings
  - Maintain and update TPCH website
  - Write articles about toxics in packaging
- Presentations
  - Look for opportunities to make presentations about toxics in packaging
  - Assist state members in development of presentations
- Packaging Supply Chain

- Conduct outreach to targeted sectors
- Explore opportunities to publicize Model Legislation and partner with industry sectors, associations, and NGOs.
- Solid Waste and Recycling Communities
  - Outreach through NERC vehicles including monthly Email Bulletin

### **Membership**

- TPCCH member states: support legislative initiatives and rationale for membership and dues payment
- Outreach to non-member states for recruitment
- Recruit additional industry members
- Maintain good relations with all members

### **Enforcement/compliance**

- Support member states with individual and coordinated enforcement activities

### **Testing/research projects**

- Seek grant and other funding opportunities for special projects and research
- Develop research project proposals in conjunction with member states
- Conduct research projects, including testing and analysis, targeted outreach and communications, preparation and distribution of project reports, publication and dissemination of findings

### **Qualifications**

#### **Minimum Qualifications:**

- A minimum of five years professional working with committees and in the environmental field
- A Bachelor's degree or above.
- Excellent verbal and written communication skills.
- Demonstrated ability to effectively lead and influence others; including excellent interpersonal and effective listening skills.
- Experience in maintaining a website.
- Demonstrated ability to function well as a self-starter; work independently and effectively without active supervision.
- Demonstrated ability to manage a home office and work remotely.
- Must be able to maintain detailed records (time, expenses, etc.)
- Demonstrated experience working as a leader and as part of a team while working off-site.
- Demonstrated ability to work flexible hours and nights as needed.
- Competency to problem solve for time and expense efficiency.
- Ability to pass a successful criminal history background check.

#### **Desired Qualifications:**

- Demonstrated ability to become an expert in a new field.

**Anticipated wage:** \$55/hour

Please submit resume, cover letter, names, email addresses and telephone numbers of 3 professional references to Lynn Rubinstein, NERC Executive Director at [lynn@nerc.org](mailto:lynn@nerc.org). For more information about the Northeast Recycling Council, please visit [www.nerc.org](http://www.nerc.org). The closing date for applications is Friday, August 19, 5 p.m. Eastern.

### **About the Toxics in Packaging Clearinghouse & Northeast Recycling Council**

The Toxics in Packaging Clearinghouse (TPCH) ([www.toxicsinpackaging.org](http://www.toxicsinpackaging.org)) is a project of the Northeast Recycling Council, Inc. (NERC) ([www.nerc.org](http://www.nerc.org)). It is a membership organization with nine state members: California, Connecticut, Iowa, Minnesota, New Hampshire, New Jersey, New York, Rhode Island, and Washington. Industry Advisory Members include the Steel Recycling Institute, American Chemistry Council, and the Glass Packaging Institute.

TPCH provides outreach and technical support services to member states, coordinates implementation of state toxics in packaging programs to ensure consistency among states, and serves as the central point of contact for the regulated community. TPCH also provides research support on toxics in packaging to assist member states in assessing compliance with state laws, and provide direction for the development of outreach materials.

NERC is an independent non-profit organization that conducts research, hands-on projects, training, and outreach on issues associated with environmental and economic sustainability as it relates to sustainable materials management. NERC's mission is to promote sustainable materials management by supporting traditional and innovative solid waste best practices, focusing on waste prevention, toxics reduction, reuse, recycling and organics recovery. NERC's membership consists of state agencies and authorities, as well as Advisory Members.

*NERC is an equal employment opportunity employer. It is our policy and practice to uphold equal employment opportunity for all employees and applicants in all aspects of employment. NERC will not discriminate on the basis of race, color, religion, sex, age, national origin, marital status, sexual preference, gender identity or expression, disability, veteran status, or any other protected status.*