



CEPN Senior Fellow

Hours: Estimated 18 - 24 hours/week

Compensation: \$5,400 – \$6,000 per month (based on 18 – 24 hours/week)

Compensation Options: 9-month staff contract or consulting contract

Benefits (if staff contract): Medical, dental, disability, vacation, holidays, sick days, disability

Supervisor: Senior Director, Clean Electronics Production Network

This is a 9 month grant funded position with the possibility of continuation if funding allows.

Green America is a non-profit organization dedicated to creating a just and sustainable society by harnessing economic power for positive change. Our unique approach involves working with consumers, investors and businesses to create a world that works for all. We deploy marketplace solutions to solve the most pressing social and environmental problems facing society today.

The Clean Electronics Production Network (CEPN) is a multi-stakeholder, cross-industry collaboration that launched in 2016. The goal of the network is to move the electronics industry towards zero exposure to toxic chemicals in the manufacturing process.

CEPN is an Innovation Network of the Center for Sustainability Solutions. The Center builds on Green America's work over the years, where we have brought together industry groups across supply chains to create major shifts in areas such as electronics, solar, community investing, sustainable agriculture and fair labor. The Center supports Innovation Networks, focused working groups of stakeholders with the objective of making significant, industry-wide system change. Current networks focus on clean electronics, regenerative agriculture, and food system nutrient density.

Role Description

CEPN will be undertaking the second phase of a project to create and deploy chemical safety trainings to suppliers in the electronics supply chain. This project includes the following objectives:

- Disseminate best practices in process chemical management to upstream suppliers
- Reduce worker exposures to hazardous chemicals in the electronics industry
- Strengthen worker safety and engagement
- Capacity development for local service providers to deliver impactful and cost-effective training and advisory service

Working closely with the CEPN Senior Director and with support from the CEPN Program Manager, the Senior Fellow will lead the management and growth of Phase 2 of this grant-funded project by providing technical expertise and project management.

Phase 1 of the project, which is nearly complete, included the development of the training materials and outreach to supplier facilities to generate interest in participation.

Phase 2, which will begin August 2024, includes three primary elements:

- 1) **Capacity Development for Local Service Providers:** Train local service providers in Vietnam and Malaysia to deliver chemical safety training (this will be done remotely)
- 2) **Beta Testing:** Deploy the worker and manager training modules in three modalities (in person training, webinars and digital interactive training) to selected suppliers facilities; and collect feedback
- 3) **Improve Training:** Work with our training developer to refine and improve the training based on feedback from the beta testing

In addition to managing this project, the Senior Fellow may provide occasional support to the Senior Director in crafting strategic direction for CEPN and other ongoing initiatives including network management and strategic planning.

CEPN staff members work virtually; the position may be housed in Washington, DC at the Green America offices, but may also be filled remotely.

Duties and Responsibilities:

Chemical Safety Training Project Management (90%)

1. Manage and oversee implementation of Phase 2 of this project.
2. Develop and manage detailed and complex project plans, including scope, schedules, and resource allocation.
3. Manage stakeholder engagement including brand/supplier support and coordination during supplier selection, training implementation and feedback stages.
4. Oversee the selection and management of local service providers in Vietnam and Malaysia. Provide remote support to local service providers during training deployments.
5. Provide chemical safety training virtually to local service providers in Vietnam and Malaysia using training materials developed during Phase 1 (train the trainer approach) (note that translation services will be available)
6. Oversee training developer contractor logistics and materials revision.

CEPN Initiative Support (10%)

7. Participate in strategic planning and stakeholder conversations for CEPN (both internal and external).
8. Support long-term mission and strategy of the network.

For this position, we are seeking the following skills and key competencies:

- Demonstrated project management skills, with at least 5 years of experience managing complex projects.

- Knowledge and experience around designing, deploying and delivering engaging, interactive, and effective occupational health and safety or chemical safety training programs in manufacturing settings.
- Experience with occupational health and safety, EHS, industrial hygiene and/or chemical safety management.
- Negotiating experience and the ability to move groups both quickly and collaboratively on key priorities. Experience facilitating large and small group discussions.
- Strong written communication and research skills; able to synthesize and effectively communicate complex ideas and concepts; attentive to details.
- Strong interpersonal skills.
- A team player and strategic thinker.
- Strong verbal communication skills.
- Bachelor's degree required and advanced degree strongly preferred; example fields of study include chemistry, toxicology, industrial hygiene, sustainability, engineering, supply chain management or related field.
- Ability to meet virtually during Pacific Time working hours for regular check-ins and during Asia Pacific Time zone for stakeholder/contractor meetings (occurring weekly or less).

Experience doesn't always look the same – skills are transferable, and passion is important. Please tell us how your experience can lead to success in this position.

To Apply:

Email your resume and cover letter to jobs@cleanelectronicsproduction.org

Green America is an equal opportunity employer. All qualified applicants will receive consideration for employment without discrimination regarding: actual or perceived race, color, religion, national origin, sex (including pregnancy, childbirth, related medical conditions, breastfeeding, or reproductive health disorders), age (18 years of age or older), marital status (including domestic partnership and parenthood), personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, disability, matriculation, political affiliation, citizenship status, credit information or any other characteristic protected by federal, state or local laws. Harassment on the basis of a protected characteristic is included as a form of discrimination and is strictly prohibited.