POSITION TITLE: e-Stewards Certification Director  
LOCATION: Remote  
SCHEDULE: 36 hours per week, M-TH 8 am – 5 pm PT  
EMPLOYMENT TYPE: Temporary (1 year, starting Nov 1)  

POSITION SUMMARY: We are a small environmental non-profit seeking a highly organized and detail-oriented person to join our e-Stewards team as our temporary Certification Director.  

JOB SUMMARY: We are seeking a candidate who is excited about the opportunity to join our dedicated team. The team’s focus is on the continued success of the e-Stewards programs, which make a positive difference for social and environmental justice globally. This position is ideal for an individual who is passionate about his/her ability to prioritize projects, maintain critical program details and will proactively be the hub for the certification program.  

KEY ACCOUNTABILITIES:  
• Ongoing oversight of CBs and AB, and setting and enforcing rules for their activities (e.g., transition accreditation from V3 to V4)  
• Responsible for writing and maintaining the Standard, in conjunction with e-Stewards Program Director (new hire), engaging stakeholders in the process.  
• Responsible for solving any technical issues with the standard with technical committee.  
• Responsible for writing and engaging in stakeholder process for Sanctioned Interpretations as needed.  
• Develop and administer e-Stewards Implementation Training webinars and Internal Auditor Training and Lead Auditor training webinars in partnership with Green Eye Partner  
• Public presentations on behalf of e-St, including policy details at e-Scrap, recycler F2F meetings, public e-St workshops, panels at conferences  
• CNC process: Drafting Evidentiary Reports for CNC processes and fully participating in resolving CNC process, with Executive Director  
• Customer service to recyclers, auditors, and CBs re: policy issues  
• Manage recyclers conformity requirements: Continuous tracking and monthly reporting of contact activity and prospect maturation using CRM; manage recyclers administrative and financial requirements (manage and communicate dual fee schedules and, including License Agreements, certificates, billing and annual database reports, significant change updates, logo use, and website updates); and liaison between recyclers and CBs. Run regular reports in Sales Force to ensure accounts are updated correctly  
• Manage CB conformity to e-Stewards administrative requirements including recycler audit schedules, certificate status, license agreement, significant changes, qualified auditors, CB’s license agreements and other liaison activities between CBs and BAN  
• e-Stewards programs oversight and management (Advance +, Digital Equity)  
• Responding to incoming potential e-S recyclers, and contact new companies that have received quotes and/or contracted with a CB when they exist
• Ongoing coordination with e-Stewards team with updates of certified recyclers status and other significant programs updates; assist with marketing and communication to educate the market, and to generate leads for new e-Stewards Enterprises, develop collateral, CRM tracking of current and potential enterprises;
• Manage PV program: supervisor inspector, schedule inspections ensure reports are completed and shared in a timely manner, track processing facilities and ancillary sites in SalesForce
• Lead e-Stewards program communications: e-Stewards Newsletter, website updates (list, map, all pages), program and administrative requirements, collateral, press releases, blogs and direct email, phone communications, and at public events with customers; respond to emails that come in through info@e-Stewards.com
• Coordinate and lead team to plan and facilitate external events including E-Scrap, Recyclers Face-2-Face, 2- LC F-2-F meetings, CB Face-2-Face meeting, LC committee meetings, and additional conferences as needed
• Serve as a spokesperson and public representative of e-Stewards as required.

BASIC QUALIFICATIONS:

• Proficient with Windows based software, including MS Word, Excel, PowerPoint
• Familiar with SalesForce or similar CRM and Word Press
• Experience in planning events and organizing logistics
• Strong interpersonal skills – positive attitude and friendly disposition
• Proven organizational skills and ability to prioritize
• Detail oriented
• 1 to 2 years’ applicable experience in an office environment