



*Sustainability for a Connected Future*

### **MANAGER, SUSTAINABILITY AND CREDIBILITY**

- Full-time (USD \$71k - \$106k/year)
- Fully remote (Home Office in Ottawa, Canada or Washington DC area preferred)
- FLSA Exempt in U.S.
- Reports to Director, Conformity Assurance

### **ABOUT GLOBAL ELECTRONICS COUNCIL**

The Global Electronics Council (GEC) is a mission-driven non-profit launched in 2006 dedicated to creating a more just and sustainable world. Our focus on electronics is due to our recognition that electronics have become increasingly pervasive, finding their way into products within our home, car, clothing, toys, and even the watches we wear. While the technologies that rely on electronics can provide tremendous societal good, they are also the source of significant negative environmental and social impacts. GEC acts as the fulcrum point between the institutional purchasers who buy electronics and the manufacturers who produce them.

We support large-scale purchasers, both public and private, with tools and resources. By deciding to buy sustainable technology, institutional purchasers leverage their purchasing decisions towards creating a more sustainable and just world. We are also committed to ensuring that sustainable IT products from micro, small and medium enterprises (MSMEs) are highlighted to purchasers globally and that MSMEs are a part of the global technology supply chain.

GEC manages ecolabels to assist purchasers in identifying credible sustainable technology products and services. GEC's EPEAT ecolabel is the leading Type 1 ecolabel covering products and services from the technology sector. It offers purchasers access to more products from a broader range of manufacturers, including MSMEs, than any other comparable ecolabel.

### **POSITION DETAILS**

The Manager, Sustainability and Credibility plays a critical role in the success of GEC's ecolabels and other programmatic-related activities by ensuring efficient and effective program administration, supporting the more technical activities of GEC's Ecolabels function, and providing a high level of internal and external client-focused services. The position involves three main functions – Programmatic Technical Management, Program Administration and Management and Quality Management System and Improvement.

## RESPONSIBILITIES

### **Programmatic Technical Management**

- Support the Director, Conformity Assurance in maintaining a high level of support and oversight of GEC-approved CABs. Tasks include but are not limited to managing auditor training in GEC's learning management platform and training CABs on EPEAT Criteria, grading auditor exams, reviewing CAB technical submissions, developing and updating of EPEAT conformity guidance materials, using the EPEAT Registry software to perform reviews of product entries, and performing research and preparing submissions for technical guidance committee review.
- Ensure ongoing conformance of companies participating in GEC ecolabels through continuous monitoring activities.
- Support implementation of key strategic activities, in particular those designed to support micro, small and medium enterprises within the electronics sector.

### **Program Administration and Management**

- Coordination, tracking and support of the Ecolabels function's activities using excel and project management software.
- Manage Ecolabels function responses to programmatic inquiries and announcements.
- Management of conformity assurance bodies that perform independent verification of products (CABs) including auditing of CABs and performance management.

### **Quality Management System and Improvement**

- Support the implementation, maintenance, and continuous improvement of the quality management system for GEC's ecolabels to meet internal needs and external accreditation requirements.
- Support internal and external audits to meet GEC's accreditation requirements.
- Initiate actions to track key performance indicators and improve GEC's quality management system.
- Support the Director, Ecolabels and Resources in developing and implementing effective policy changes for GEC's ecolabels,

### **GEC Mission-Driven Activities:**

- Where required, contribute to, and manage other projects that accelerate the growth of GEC's mission.

## QUALIFICATIONS

- Bachelor's degree in sustainability, sciences, STEM, or related field.

- Passed EPEAT Auditor Training or ability to pass Training (can be completed after hiring).
- Minimum three years of experience in program management and/or support and quality management systems.
- Broad knowledge of the environmental and sustainability issues related to technology products and services and understanding of Type 1 ecolabels.
- Knowledge of conformity assurance activities in an accreditation environment. Familiarity with ISO/IEC 17065, ISO/IEC 17020, ISO 14024, or other ISO management systems.
- Exceptional oral and written communications skills, and a proven ability to be open-minded, client-focused and impartial.
- Highly organized with attention to detail, strong project management and prioritization skills, and ability to work independently while being an integral part of a small yet highly dynamic team.
- Strong problem-solving ability and get-it-done mentality.
- Flexible with hours worked in order to work with stakeholders in different regions of the world. Some travel required (less than 5%).

## **BENEFITS**

GEC recognizes, supports, and invests in our employees and we offer outstanding benefits:

- Comprehensive health coverage (medical, dental, and vision)
- 401(k) retirement savings plan fully vested upon enrollment
- Flexible work hours and focus on work/life balance
- Professional development benefit
- Three weeks vacation per year
- Generous holiday leave (including one week off for Spring Holiday and two weeks off for Winter Holiday)
- Stretch Fridays (every third Friday of the month off)

**Application Process:** Submit a résumé and a cover letter *specifically focused on your qualifications for this position* to Ms. Julia Bulfin: [jbulfin@gec.org](mailto:jbulfin@gec.org). Include in your cover letter details demonstrating competencies and qualifications listed above.