



CARPET AMERICA RECOVERY EFFORTSM

Developing market-based solutions for the recycling & reuse of post-consumer carpet

CARE Request for Applications

February 5, 2015

The Carpet America Recovery Effort (CARE) is seeking candidates to fill a new fulltime position supporting the CARE California Carpet Stewardship Program.

Position Details

Position Title:	Project Manager, CARE California Carpet Stewardship Program (AB 2398)	Location: California	Position Status: Fulltime
Supervisor Title:	Dr. Robert Peoples Executive Director, CARE		

Position Summary

Under the direction of the Executive Director of CARE, the project employee is responsible for managing the principal duties of the CARE California Carpet Stewardship program ('Program') specified in the document, in order to meet the California Carpet Stewardship Regulations and the requirements of the Carpet Stewardship Plan ('Plan').

Principal Duties

1	Assist existing or potential carpet recyclers and/or processors with general manufacturing, communication and business issues. Ensure recyclers and processors are completing all quarterly reporting to meet Plan requirements.
2	Manage the existing Rural County Program (10 counties) and its expansion of additional counties in the future. In cooperation with the Rural County employees, identify, educate and prepare for 6 new counties to participate in program and be operational by June 2015. Train participants on program operations, logistics reporting and marketing communications. Regularly visit facilities to insure smooth operations. Organize and run the quarterly reporting calls.
3	Participate in regular Agreed Upon Procedures (AUP) visits and reviews, along with CARE team and outside resources (Accounting firm). Identify and report any issues, and assist in corrective actions needed.
4	Prepare quarterly reports with data from Rural Counties program, and from carpet recycling results in California. Collect data from participants, summarize and analyze. Prepare quarterly Power Point presentation for Stewardship Plan Committee. (SPC)
5	Develop Education, Communications and Outreach materials for targeted audiences (recyclers, processors, NGOs, local governments and targeted consumers). Working with Gigantic Idea Studio, or other outside resources, manage communications and outreach programs. Participate in communications tactics such as social media, interviews, presentations, web site updates, conferences, and customer visits, as directed by CARE. Assist CARE in preparing key messages as needed.
6	Verify that facilities have all proper operating permits and signed contracts with CARE.
7	Perform other duties as assigned by the CARE Executive Director including contributions to the CARE Annual Report and drafting of the CalRecycle Annual Report.

Legal Obligations

All position responsibilities are to be performed in accordance with the applicable laws, regulations and CARE Policies and Procedures. Successful candidate will sign a Confidentiality Agreement that includes items such as Intellectual Property, trade secrets and non-compete with CARE and any of its members that may require the same for a period of 3 years following termination.

Key Relationships

Direct internal relationships include, but are not limited to: CARE Executive Director, CARE Operations Director, Rural County Committee, recyclers and processors, CalRecycle, Stewardship Plan Committee, accounting firms, communication resources, external contractors and other CARE resources.

Experience, Skills and Abilities

1	Minimum 5 years' experience in environmental/recycling fields
2	Bachelor's degree in a related field, Engineering degree preferred (or equivalent work experience).
3	A track record of successful project management and delivering results, in the California regulatory environment.
4	Strong business relationship, communications, presentation and problem-solving skills.
5	Significant experience in a team environment.
6	Able to work in a dynamic and fast paced environment where adaptability is essential.

Logistics

The employee will reside in California (location is open to discussion). CARE will provide a computer, email access and phone. Candidate will be expected to provide their own office needs. CARE will reimburse all preapproved travel and expenses required to conduct work assignments. It is expected the employee will travel across the whole State at times, with concentrated focus in the greater Los Angeles, San Francisco and Sacramento areas in particular.

Candidates should submit a resume focused on demonstrated accomplishments (maximum 4 pages) and a minimum of 4 references with full contact information. Final decisions on this position are expected to be completed no later mid-March (sooner if possible). Targeted start date is mid-March.

Compensation package will be commensurate with candidate's expertise and experience.

To respond to this Request for Proposal, please submit your Resume, References and salary expectations by email to:

Bob Peoples, PhD
Executive Director, CARE
Email: bpeoples@carpetrecovery.org

The deadline for responding to this position opening is February 18, 2015 7:00 pm EST.