

**PPAI JOB DESCRIPTION**  
**Corporate Social Responsibility Coordinator**

**Corporate Social Responsibility Coordinator** will lead PPAI’s sustainability and diversity, equity and inclusion efforts.

The CSR Coordinator will lead PPAI’s sustainability assessment initiatives. Initially that will comprise analyzing and adopting sustainability best practices and document those for adoption by the broader industry. The CSR coordinator will also be the association lead on DEI efforts, including diverse certifications and training.

Serves as the key staff liaison to the DEI Task Force and act as a co-staff liaison to the Product Responsibility Action Group.

**Reporting Structure**

Title of reporting manager: Director, Member Engagement
Department: Member Engagement

**Job Status**

FLSA Status (Exempt / Non-Exempt): Non-Exempt
Compensation (Hourly / Salary): Hourly
Job Status (Full-Time /Part-Time /Temp): Full-Time
Daily Schedule (Start time Flexible / Not Flexible): Start time flexible
Work Location: Position must work from HQ location/Hybrid Model

**Job Discretion**

How many people does this position supervise: None
Does this position have disciplinary responsibilities: No
Does this position have hiring / termination responsibilities: No
Does this position have evaluation responsibilities: No

**Essential Functions and Primary Duties**

1. Good awareness of a broad range of corporate social and environmental sustainability programs, including DEI, ESG benchmarks and carbon reporting
2. Develop and implement plans to achieve environmental sustainability goals for energy use, greenhouse gas emissions, solid waste and recyclables
3. Prioritize and continually improve the Association's environmental compliance strategies and management systems
4. Create policies, guidelines and operational procedures related to Environmental programs
5. Collect and disseminate complex waste stream diversion resources and strategies
6. Collaborate with Member Engagement Project Manager to adopt sustainable best practices for all in-person conferences and events
7. Develop sustainability educational resources, including webinars, best practices, case studies, on-line resources and other materials
8. Coordinate and respond to requests and surveys from members and other organizations in the areas of sustainability, CSR and ESG
9. Maintain awareness of trends in the global sustainability area
10. Proven project management experience and excellent communication skills and attention to detail and accuracy

### **Secondary Responsibilities**

1. Clearing house of information – respond to member and staff inquiries regarding DEI and sustainability.
2. Ability to build relationships and collaborate across the organization.
3. Other duties as assigned.

### **Association Wide Responsibilities & Values**

1. Provide honest and ongoing communication as needed to support success throughout the organization
2. Meet established deadlines for all projects, reports and communications for all audiences both internally and externally.
3. Provide high-quality products, reports, communications and projects for all audiences internally and externally.
4. Be fair, consistent, responsive and supportive of leaders, staff, board members, members and vendors
5. Help PPAI to continually seek improvement. Be prepared to personally manage changes taking place within PPAI and the industry.
6. Be empowered, accountable and responsible for your career success, actions, influence and impact upon the organization as a whole.
7. Foster cultural values, mission and overall organizational guidelines of PPAI.

### **Education Requirements**

<b>School/Certification Authority</b>	<b>Degree/ Certification</b>	<b>Major/ Minor</b>
College/University (required)	Bachelor 4-yr degree	Sustainability, environmental science

### **Experience Requirements**

<b>Type of Work</b>	<b>Years of experience</b>	<b>Depth of Experience</b>
Association Management	1	Understand and develop programs to influence membership in the nonprofit association
Communications	1	Translate technical documentation/legal documents into clearly understandable language
Sustainability	2	Familiarity and experience working with lobbyists and government officials

### **Knowledge, Skills and Abilities**

<b>KSA's</b>	<b>Years of experience</b>	<b>Depth of KSA's</b>
Strong writing and communication skills	2	Public speaking; creation of scripts, presentation; written communication/ situation analysis/ calls to action; articles for publication.
Interpersonal and customer service skills	2	

## **Physical Requirements**

- \*Sitting: 6-8 hours daily
- \*Standing: 1-2 hours daily
- \*Lifting: up to 25lbs
- \*Pushing/Pulling: up to 25 lbs.
- \*Bending/Stooping: minimal
- \*Extended work hours, extended weeks (endurance requirement): must be able to work shows, training events and on-site events lasting from 1-15 hours per day.

## **Work Environment**

- \*Office environment: most days
- \*Trade show floor or event venues: upon request
- \*Temperature controlled: usually
- \*Travel: Must be able to travel frequently