

RESOLVE

Partnership to Reuse, Refill, Replace Single-Use Packaging (PR3) Program Associate Position Description

Location: Washington, DC; applicants in other locations may be considered

Program: Healthy Communities

Supervisor: Senior Program Manager, Healthy Communities

RESOLVE's Public-Private Partnership to Reuse, Refill and Replace Single-Use Packaging (PR3) is hiring a Program Associate, seeking highly-organized, motivated applicants passionate about plastic and packaging reduction and systems change.

PR3's mission is to enable and accelerate the alignment and scaling of reuse systems around the world. Over three years, drawing on input from across the value chain, PR3 created system design standards meant to align returnable packaging –regardless of producer– with shared infrastructure for collection, washing, and transport. Standardized systems and infrastructure will help transform the current landscape of disconnected, small-scale, reuse programs and pilots into full-scale, interoperable public-private systems. Through this work, PR3 has become a hub for solutions in the global plastic reduction and reusable packaging systems space.

PR3 is now embedding these standards into emerging reuse systems around the world. We are also launching a multi-year, multi-stakeholder process to accredit PR3 standards through the American National Standards Institute (ANSI) and International Organization on Standardisation (ISO).

The Program Associate will be an integral member of PR3's team. The Program Associate will be responsible for day-to-day support tasks as directed by PR3's Project Manager and Directors including, work planning, scheduling, grant tracking, and project research, among other tasks. One of their primary roles will be to support shepherding of PR3's standards-setting process, which will involve coordinating multiple workgroups, careful document control, and regular public notices. RESOLVE staff are expected to learn, follow, and support RESOLVE's administrative processes, including those for invoicing, contracting, budgeting, program reporting, and website maintenance.

Key Responsibilities

- Become well versed in PR3's Reusable Packaging System Design Standard and RESOLVE's Standards Development and Maintenance Program.
- Under the supervision of PR3's Project Manager, lead organization of workgroup meetings, partner calls, events, and other logistical coordination.
- Track and support integration of input provided on PR3's standards by panel members, ensuring adherence to RESOLVE's Standards Development and Maintenance Program.
- Assist with the drafting and organizing of program materials, such as concept notes, work plans, outreach documents, partner agreements, etc. Conduct research to support development of program materials.

- Support the team in maintaining strong relationships and clear communications with project partners.
- Track grant/contract requirements and deadlines.
- Support travel and event arrangements and reimbursements for PR3 staff.
- Participate as a core member of the PR3 steering team. This includes joining weekly planning calls, member meetings, work group calls, and other project meetings, as needed.
- Support RESOLVE with other program, administrative, and organizational roles, as needed.

Competencies and Characteristics

- Excellent organizational skills.
- Experience with project coordination, including creating/using project management tools.
- Strong written and verbal communication skills, an ability to produce high quality, substantive written documents on schedule.
- Willingness to take the initiative to develop more effective and efficient systems and processes.
- Enjoys working as part of a team, sharing successes, and collaboratively owning and addressing challenges.
- Interest in reuse, circular economy, and packaging reduction.
- Willingness to respond to a sometimes-irregular work schedule, due to the nature of RESOLVE's projects and the time zones and needs of our partners. Candidates will typically have a regular set schedule; however, RESOLVE's programs are deadline driven, and schedules can be influenced by external events, urgent needs, and travel.
- RESOLVE's values include integrity, mutual respect, leadership, innovation, teamwork, diversity, perseverance, results, and balance. We are looking for someone who embraces our values, loves to learn, shares our passion for social, environmental, and economic sustainability, and helps to strengthen our business and program planning.

Qualifications

Applicants must have a bachelor's degree. 1-2 years of project coordination or administrative experience or educational equivalent preferred.

Commitment and Compensation

This is a fulltime position. The pay range for this position is dependent on location. For an employee based in Washington, D.C., the current salary range is \$46,000 - \$55,000, with specific placement in the range depending on qualifications, experience, and demonstrated skillset.

Inclusion

Inclusion is fundamental to RESOLVE's mission. In all our work, we strive to promote respectful engagement across diverse perspectives and backgrounds. Our 45+ year record demonstrates that diversity of voices – and inclusion of those who have often been excluded – drives innovation and development of lasting and equitable solutions to critical social, health, and environmental challenges.

RESOLVE takes a broad view of diversity, recognizing that our differences – whether visible or not – contribute to strength. We are resolute in our commitment to actively and intentionally cultivating

an environment where equal opportunities for employment, advancement, and influence are available to all.

About RESOLVE

RESOLVE forges sustainable solutions to critical social, health, and environmental challenges by creating innovative partnerships where they are least likely and most needed. We are a team of collaborative leaders, mediators, policy experts, strategists, scientists, and facilitators. We bring a unique combination of expertise to our work: mediation and process design; solutions-focused strategies and programs; and a capacity to create and launch self-sustaining social enterprises. As a nonpartisan, nongovernmental organization (NGO), we work across sectors, borders, and political lines to engage with business, government, foundation, NGO, and community leaders.

We are based in Washington, D.C., and work on local, regional, national, and international projects. Our projects focus on healthy communities, conservation, and sustainable resources.