

Senior Manager, EPEAT Criteria Management

POSITION DETAILS:

- Full-time
- FLSA Exempt
- Located in Portland, Oregon or Remotely
- Reports to Director, EPEAT Category Development

ABOUT THE GREEN ELECTRONICS COUNCIL:

The Green Electronics Council (GEC) is a mission-driven organization that seeks to achieve a world in which only sustainable electronics are designed, manufactured, bought, used and recycled. GEC was founded in 2006 and manages the most widely used ecolabel for electronics globally, [EPEAT](#), which is used by purchasers in more than 42 countries. GEC works with global electronics brands and large scale purchasers to facilitate their adoption of sustainable manufacturing and procurement systems. We aim to increase the market availability and purchase of sustainable electronics. More information is available at www.GreenElectronicsCouncil.org.

POSITION SUMMARY

The primary responsibility of the Senior Manager of EPEAT Criteria Management is assuring that the criteria supporting the EPEAT ecolabel are maintained in such a way that they reflect advancements in sustainability and industry best practices, and harmonize, as best as possible, with comparable environmental and social performance standards, methodologies and programs. The position collaborates closely with the EPEAT Program to ensure that the criteria management process adheres to EPEAT Program policies and that criteria updates follow the GEC Dynamic Standards Development Process.

To facilitate increased harmonization within the EPEAT ecolabel and with comparable ecolabels in the electronics/IT sector, this position will lead GEC's Common Criteria initiative and manage GEC's engagement in sector-wide and global criteria harmonization initiatives. This position will also explore the translation of GEC's Common Criteria into a Responsible Business standard.

This position is also responsible for establishing and overall management of relevant third-party partnerships involved in the formulation and maintenance of EPEAT criteria (specific third-party partnerships include IEEE, NSF, UL and TUV-Rheinland). The position also suggests and provides feedback on EPEAT Program policies related to EPEAT criteria adoption and external continuous maintenance relationships.

At times, this position will be asked to represent GEC externally including webinars, conference participation, and white paper development.

RESPONSIBILITIES

Maintain EPEAT Criteria and Manage GEC's Continuous Maintenance processes

- Develop the approach and timeline, and provide ongoing management, of EPEAT criteria continuous maintenance activity. Assure EPEAT criteria maintenance adheres to EPEAT Program policies and follows GEC's Dynamic Standards Development Process
- Support, as needed, stakeholder committee work to ensure timely completion of continuous maintenance processes, including but not limited to:
 - Chair committees, task groups, subgroups and ad hoc groups per EPEAT program policies
 - Provide process management support to ensure efficiency of the process and related committees
 - Attend and support stakeholder committee calls and in person meetings
- Work in collaboration with the EPEAT Program staff on:
 - Keeping the EPEAT program apprised of continuous maintenance activities, outcomes and EPEAT program impacts
 - Implementation of any revised criteria
 - Conducting periodic reviews of the EPEAT Registry to assess level of criteria uptake as well as market trends and innovations to support the continuous maintenance process
- Manage external communication regarding EPEAT continuous maintenance process and resulting criteria updates and revisions
- Serve as GEC Dynamic Standard Development and EPEAT criteria technical expert in external events

Lead GEC's Common Criteria Initiative

- Manage development of a common set of corporate- and product-level criteria (Common Criteria) that can be applied to the numerous EPEAT product categories, including:
 - Identify, engage and manage relevant stakeholders from industry, government, purchasing organizations and advocacy groups as part of the voluntary consensus development process
 - Work with EPEAT Program staff on implementation of Common Criteria to existing and future EPEAT product categories
- Stay abreast of developments of other ecolabels and standards relevant to Common Criteria
- Explore development of a Responsible Business standard

Maintain Criteria Management relationships

- Maintain formal partnerships with third-party organizations used to develop EPEAT criteria
- Update EPEAT Program policies addressing the use of third-party organizations to maintain EPEAT criteria, including developing "GEC Preferred Partner" criteria

QUALIFICATIONS

- Master's Degree in engineering, IT, and/or public policy
- Minimum 10-years' experience working on environmental and sustainability issues, preferably within the IT industry
- Demonstrated ability to facilitate and project manage large multi-stakeholder groups
- Knowledge of standards development and maintenance processes
- Ability to network and collaborate with diverse stakeholder interests, including industry, government and advocacy groups

Application Process: Submit a cover letter and résumé *specifically focused on your qualifications for this position* to GEC's Human Resources Manager, Julia Bulfin: jbulfin@greenelectronicscouncil.org . Include in your cover letter details demonstrating competencies and qualifications listed above. No phone calls please.