Program Associate

Location: Amsterdam, the Netherlands
Eligibility to work in the European Union is required for this position.
Release date: 24 June 2022

The Cradle to Cradle Products Innovation Institute is looking for an exceptional individual to join our highly dedicated and talented team to accelerate adoption and maximize the positive impact of the Cradle to Cradle Certified® Products Program worldwide.

The Cradle to Cradle Products Innovation Institute is dedicated to powering innovation for the circular economy through products that have a positive impact on people and planet. Through the Cradle to Cradle Certified Products Program, the Institute sets the global standard for materials, products and systems that are safe, circular and responsibly made. The Institute works closely with leading organizations and stakeholders worldwide to guide and validate their efforts to apply the principles of material health, circular economy, climate protection, water and soil stewardship, and social fairness to product design and manufacturing.

The Program Associate will work closely with the Institute’s services & engagement team and play a pivotal role in supporting research and engagement across a range of sectors including apparel & textiles, cosmetics & personal care, built environment & interior design, packaging, automotive and electronics. The role is focused on providing support on relationship management of the Cradle to Cradle Certified community and partners, research on market trends and policy developments, compilation of relevant reports and statistics, and preparation of presentations and workshops.

For this role the Institute is seeking a highly motivated, resourceful and dynamic professional with sustainability experience, a strong interest in working across sectors and a genuine passion for the circular economy. This newly created position is a unique opportunity to join the Institute in a multi-faceted role and work at the forefront of circularity and sustainable innovation.
Key Responsibilities

- Support the relationship management across sectors, including coordination and responses to enquiries from companies and other stakeholders
- Contribute to market engagement activities, including targeted analyses and outreach
- Conduct research on market developments and industry trends to support growth strategies, funding proposals and publications
- Manage engagement of retailers across industries including mapping, tracking and administration of partnerships
- Compile research on governmental and public procurement initiatives to inform the Institute's positioning, standard alignment and relation building with policy makers
- Conduct comparative analyses of different global standards and certifications
- Support the content preparation of webinars and events, including presentations, workshops and training materials
- Support the delivery of grant funded and special projects
- Prepare non-financial reports and other statistics to inform progress tracking and reporting at sector, Program and Institute level
- Identify and implement efficiency and operational improvements across the Institute's processes

Qualifications

- Bachelor's or Master's Degree in relevant field of study
- At least 3 years of relevant professional work experience
- Experience and/or working knowledge of environmental and social sustainability, circularity and/or sustainable business
- Technical understanding of Cradle to Cradle principles and certification preferred
- Proven ability of relationship management and partner engagement
- Strong analytical thinking and attention to detail
- Detailed functional knowledge of standard office software, experience in working with Salesforce preferred
- Excellent written and spoken English communication skills, with fluency in German and/or French preferred
- Strong sense of personal responsibility and accountability for delivering high quality and original work within set timeline
- Ability to manage competing priorities and to deliver in high-paced environment
- Self-starter, pro-active and able to work independently
- Proven teamwork skills and experience with cross-functional teams
Why work with us

- Be part of a renowned organization at the leading edge of standard-setting and innovation for the circular economy.
- Thrive in an organizational culture that values collaboration, diversity & inclusion, excellence, integrity and innovation.
- Take part in impactful work designed to connect the dots between the vision of a global prosperous circular economy and practical, real-world application.
- Engage with global leaders to address systemic challenges to responsible production and consumption at the product, business and industry level.
- Interact with leading businesses, governments, industry associations, NGOs and academia within the sustainable building and construction movement.
- Work with talented, highly motivated, mission-driven colleagues in an international setting.
- Be challenged to think beyond traditional approaches and apply holistic pathways to sustainability and industry transformation.
- Shape a positive future for product design and manufacturing, and make a positive impact for society at large.

To apply for this role, please submit a current resume and a short cover letter in English to careers@c2ccertified.org

The Cradle to Cradle Products Innovation Institute is an equal opportunity employer.