Position Announcement for Certification Associate
(Posted February 28, 2014)

Position Title: Certification Associate

Job Type: Full-time

Compensation: Commensurate with experience

Reports to: Director of Technical Development

Location: Position is based in San Francisco, California

Job Description: Seeking a full time Certification Associate to help the certification team continue to develop and manage the fast-growing Cradle to Cradle CertifiedCM Products Program.

Desired qualifications for ideal candidate:

- Working knowledge and/or experience in materials chemistry, chemical hazard/risk assessment, materials reutilization concepts, energy accounting and renewable energy credits, green house gas emissions/accounting/offsets, and water stewardship and social fairness practices as they relate to product manufacturing and the Cradle to Cradle CertifiedCM Product Standard
- Understanding of Cradle to Cradle design principles
- Excellent verbal and written communication skills
- Ability to work independently, managing your own projects, as well as part of a team
- Strong research and analytical skills
- Highly motivated and organized
- Strong attention to detail
- Ability to learn/use database and contact tracking tools such as Salesforce
- Detailed functional knowledge of standard office software (MS Office suite, Adobe Acrobat, Google apps)
- A Bachelors degree or higher (Masters preferred) in natural/environmental sciences or engineering with demonstrated experience in environmental and human health issues

Ongoing tasks associated with the position:

- Conduct audits of product assessment summary reports that are submitted for application to the Cradle to Cradle Certified Products Program
- Assist with the creation and implementation of tools, resources, and procedures to improve the efficiency and scalability of the certification process
- Assist with the development and refinement of documentation relating to the Cradle to Cradle Certified Product Standard and certification program policies and procedures
• Work with our global assessment bodies to ensure rigorous and consistent application of the standard
• Serve as a technical resource to Institute staff and external partners and stakeholders regarding the Cradle to Cradle Certified Product Standard
• Assist with the continued development, management, and maintenance of the product certification database and product registry
• Assist with other Institute projects as needed

About the Institute:
The Cradle to Cradle Products Innovation Institute is a non-profit organization, co-founded by William McDonough and Michael Braungart, created to bring about a large scale transformation in the way we make things. The Institute's mission is to provide a continuous improvement quality standard that turns the making of things into a positive force for people, economy, and planet.

As the administrator of the Cradle to Cradle Certified Products Program, the Institute works with leaders from academia, the NGO environmental community, government, and industry to further the comprehensive quality rating system for the assessment and continuous improvement of products.

Please email your CV or resume and cover letter to:
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