

Technical Program Director, ACT

Posted: December 8th, 2022

Job Closes: January 31st, 2022

Job Description

My Green Lab (MGL) seeks a passionate and motivated Technical Program Director to lead the update of our ACT label program, the first and only independent eco-label for laboratory products, as well as the development of resources to support the implementation of the program. The successful candidate will have demonstrated experience in product sustainability including life cycle analysis, design for environment, and sustainable product certification and labeling. They will have experience leading cross-functional collaborative projects with multiple stakeholders, defined outcomes, and clear timelines. Experience working in green labs, corporate sustainability, green chemistry, green buildings, sustainability consulting, life science manufacturing or a related field is highly desirable.

This is a full-time position. MGL is a 100% remote workforce: this position will be permanently based out of a home office. Less than 20% travel is expected. Compensation includes a base salary commensurate with experience and competitive with similar roles, performance compensation, and a benefits package that includes health insurance, a 401(k) matching program, and a generous vacation and holiday allocation.

Overview of Responsibilities

As the lead on the update of the ACT Certification Program, the Technical Program Director will be responsible for recruiting, engaging, and managing steering and technical committees to guide the update process. The Technical Program Director will work closely with the Sr. Programs Director, CEO, and ACT Business Development team to ensure that the program meets the needs of manufacturers and purchasers while supporting the mission of My Green Lab. The Technical Program Director, ACT, will also work closely with Technical Program Director, GLC, to coordinate any overlaps in program content and input from the My Green Lab Certification Steering Committee.

In addition, the Technical Program Director will work closely with the Sr. Programs Director and the CEO to research, draft, review and publish high-quality technical documents to support the ACT label program. As needed, the Technical Program Director will also lead and/or support the development of key research projects including developing testing standards and quantifying the carbon and other environmental impact of various laboratory equipment or supplies. These research and resource development efforts will require collaboration with individuals and groups throughout academia and industry in order to collate and reflect evolving best practices.

MGL's Technical Program Director must be passionate about the organization's mission and be able to clearly articulate its importance and relevance both in the context of the global sustainability movement as well as within the scientific community. They must be comfortable speaking to diverse audiences and be able to clearly articulate My Green Lab's vision in the context of broader sustainability topics. The Technical Program Director will give talks to professional organizations, at scientific conferences and in other contexts.

My Green Lab Background

Laboratories represent an enormous, untapped potential for sustainability. They discard over 12 billion pounds of plastic annually, and they consume five to ten times more energy and water than office spaces.

My Green Lab is a non-profit organization dedicated to reducing the environmental impact of laboratories by building a global culture of sustainability in science and directly engaging scientists and the teams of people who support them. Our members and supporters range from small laboratories to some of the science community's largest corporations and academic institutions. We develop standards, oversee their implementation, and inspire the many behavioral changes that are needed throughout the science community. In addition to motivating behavioral changes in and around the lab through easily and rapidly implementable tools with clear measurement and verification, we are also leading data-driven research into environmental health impacts and resource consumption.

Since our founding in 2013, MGL has grown from a grassroots effort to the most influential organization in the laboratory sustainability space. We are excited to invite an exceptional Technical Program Director to reinforce the integrity of our programs and support our mission to continue to grow our impact globally.

Key Responsibilities

The key responsibilities of this position include, but are not limited to:

ACT Program Update

Serve as the project lead to continually update and improve the ACT Label Program. Develop the vision for the evolution of the program and guide the committees to evolve the program in a way that rapidly transforms the industry while supporting MGL's mission and goals.

Resource Development

Research, write, edit, and publish marketing and technical resources to support ACT label. Work with industry and community collaborators as needed to create high-quality, high-impact resources.

Program Management

Continuously gather feedback from the market to guide the revision and update process. Evaluate and develop testing standard for new product categories.

Marketing and business Support

Support the marketing and business development team in sales discussion and provide technical support for how the program is best aligned with new and unique product categories.

Stakeholder Engagement

Proactively engage with key My Green Lab stakeholder including procurement officers, industry associations, and My Green Lab partners to accelerate the adoption of ACT. Lead the Procurement ACTivist and Activist meeting.

Speaking

Occasionally represent MGL at conferences, customer meetings, or similar engagements to speak about MGL's mission, programs, and technical green lab topics.

Fundraising

MGL fosters a culture of fundraising and business development at every position within the organization. Play a key part of MGL's annual fundraising campaign.

Required Qualifications and Experience

- Demonstrated passion for sustainability in general and MGL's mission in particular
- Experience working in or adjacent to laboratory environments; in-depth understanding of laboratory function and performance
- Sustainable Product Development, Product Certification, Supply Chain Analysis, Life Cycle Analysis, Green Chemistry or similar
- Ability to work and make decisions independently, with minimal direction
- Public speaking experience
- High level of competency with the Microsoft Office 365 Suite
- Excellent written and verbal communication ability
- Demonstrated ability to work independently to achieve defined goals and outcomes; self-motivated
- Driven to share successes, a team player
- A proactive problem solver

Preferred Qualifications and Experience

- Experience in an industry or industries pertinent to laboratory research
- Sustainability expertise (green labs, green buildings, corporate sustainability, supply chain sustainability, life cycle analysis, carbon reporting or similar)

My Green Lab is a fast-paced and dynamic work environment, so the ideal candidate will be a flexible self-starter who embraces change and continuous improvement. The successful candidate will demonstrate interest in professional development and advancement within the role as they take on increased responsibility in line with the growth goals of the organization.

6 Month Tasks

- Undergo education and training on the My Green Lab programs and operating platforms
- Lead the Steering and Technical committees for the ACT Program to define a new framework and requirements and certification process

- Collaborate with US EPA on a revision and update to the Energy Star program for ULT Freezers and other high energy consuming product categories
- Lead the submission of ACT Program to the US EPA Preferred Product Purchasing Program
- Support development of resources to support the ACT Label Program
- Support the business development team on technical questions related to ACT application to various scientific products

My Green Lab is an equal opportunity employer. We are committed to creating an inclusive environment for all employees.