

Sustainability Programs Manager

Posted: June 15, 2022

Job Closes: July 08, 2022

To apply, please submit your resume and cover letter to the [Sustainability Programs Manager Application Portal](#) by **July 08, 2022**.

Job Description

My Green Lab (MGL) seeks a passionate and motivated Sustainability Programs Manager to join the team that administers our My Green Lab Certification program in order to provide robust technical support and ensure a positive experience for all program participants. The successful candidate will have demonstrated experience improving the environmental impact of a laboratory or laboratories. They will also have experience engaging, supporting and/or collaborating with external customers. Experience working in green labs, corporate sustainability, green buildings, sustainable facilities management, or a related field is highly desirable. The Sustainability Programs Manager will be expected to manage a portfolio of client accounts to facilitate the certification process for multiple laboratories simultaneously.

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 nonprofit 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

The Sustainability Programs Manager will work closely with colleagues on the Programs Team to administer the My Green Lab Certification Program globally. This includes working with fellow team members to ensure a smooth, well-organized experience for clients and team members alike, beginning with handoff from the business development team through to successful certification, even as the program rapidly scales.

My Green Lab takes a data-driven approach to our mission, and we use several technology platforms to administer our certifications and track results. The Sustainability Programs Manager must feel comfortable using numerous different software programs, including both standardized and uniquely customized tools.

MGL's Sustainability Programs Manager 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. This includes discussions with individual customers throughout the certification process as well as introducing prospective customers to the Green Lab Certification program.

My Green Lab Background

Laboratories represent enormous untapped potential for sustainability interventions. They discard over 12 billion pounds of plastic annually, and they consume 5-10 times more energy and water than office spaces. Worldwide, laboratories comprise an industry that is three times the size of the building products space and just over half the size of the automotive industry.

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 Sustainability Programs Manager to help us continue to grow our impact globally.

Key Responsibilities

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

- **Client interface and certification administration:** the primary responsibility of the Sustainability Programs Manager will be to capably manage client accounts to facilitate their laboratory certifications. This will require educating customers on the process, configuring internal systems and platforms to enable client participation, data tracking and reporting, providing content and technical support, and presenting and interpreting results. The priority is to provide maximum value for the client while ensuring a seamless experience start-to-finish in order to encourage repeat patronage of the certification.
- **Program management:** the Sustainability Programs Manager may lead the administration of the Freezer Challenge, a robust and effective existing program that gamifies reducing the environmental impact of cold storage by engaging teams of laboratory personnel around the globe. The successful candidate will collaborate with My Green Lab's marketing team to drive increased participation in this popular program and to broadcast reporting and analytics on program success.
- **Research and resource development:** the Programs Team frequently develops resources that advance the implementation of laboratory sustainability efforts and facilitate successful certification. The Sustainability Programs Manager will contribute to the development of research and resources, collaborating with colleagues and working independently to provide high-quality and impactful public-facing guiding documents pertaining to specific topic areas within laboratory sustainability.

- **Special projects as needed:** the Programs Team is sometimes called upon to contribute to special projects resulting from grants, contracts, or partnerships. The Sustainability Programs Manager will lead and/or contribute to special projects as necessary and as team capacity allows.
- **Project management:** Skillfully manage special projects as necessary, including but not limited to public and private grants, conferences and speaking engagements, education and resource development, and research tasks.
- **Tracking and reporting:** Routinely and regularly evaluate progress to goals and communicate findings to your team.
- **Speaking:** Occasionally represent MGL at conferences, customer meetings or similar to speak about MGL's mission, programs and technical green lab topics.

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
- 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
- Experience proactively solving problems
- Experience with Salesforce or a similar CRM
- Experience in an industry or industries pertinent to laboratory research
- Sustainability expertise (green labs, green buildings, corporate sustainability 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

- Gain a firm and comprehensive grasp on all standard operating protocol for Green Lab Certification and Freezer Challenge management
- Demonstrate a thorough working knowledge of laboratory sustainability content and context
- Become a My Green Lab Ambassador and complete all existing modules for the Green Lab Accredited Professional Program
- Undergo education and training on My Green Labs programs
- Become point of contact for key client accounts for My Green Lab Certification
- Support the development of additional green lab programs as needed

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