

<b>Job title</b>	<i>Manager, Sustainability and Recycling Policy</i>
<b>Reports to</b>	<i>Senior Director, End of Life Tire Programs</i>

**Job purpose**

Advocate for U.S. state and federal policy to promote and grow economically and environmentally sustainable tire recycling and reuse markets. Create and implement related Association policy positions and programs, and collaborate with USTMA EHS&S and Public Affairs teams to manage risks and challenges associated with sustainable management of tires at the end of their lives in use.

**Duties and responsibilities**

- Work with the Senior Director, End of Life Tires and other USTMA colleagues to support and advance Association policies and programs to promote environmentally and economically sound uses of scrap tires.
- Educate stakeholders, including government officials and industry representatives and the public about proper scrap tire management. Develop and advocate policy positions with state and federal agencies and legislators.
- Participate in industry coalitions. Collaborate with the Scrap Tire Work Group, an unincorporated association of state scrap tire regulators.
- Conduct research, collect data and publish reports on scrap tire management and end uses in the United States.
- Manage contractors and consultants to extend USTMA capabilities and resources.
- Effectively communicate with USTMA member companies about activities, based on priorities set by USTMA management and member companies.
- Liaise cooperatively with other USTMA staff and international colleagues (partner industry associations) managing related issues on behalf of the tire industry.

**Qualifications**

- Four-year Bachelor of Science college degree required. Advanced degree in law, business, environmental science, engineering and/or related field helpful.
- At least 5 years relevant professional experience. Experience with trade associations, tire recycling industry, recycling or sustainability program management, tire industry, tire retail or related field helpful.
- Understanding of legislative and regulatory processes on the federal and state levels essential.
- Experience in managing and positively impacting outcomes in public policy issues, in both legislative and regulatory venues.
- Understanding uses for scrap tires and other secondary materials in market applications.
- Facility with working independently and as part of a team in fast-paced multitasking environment; open, collaborative and positive personality.
- Ability to learn complex issues quickly and develop concise policy positions and advocacy.

- Strong analytical and interpersonal skills.
- Excellent verbal and written communication skills.
- Strong computer skills – facility with all software in Microsoft Office 365, particularly Excel, PowerPoint, Word, Outlook and Teams, and others such as Survey Monkey, Doodle, Whova et al.

### **Working conditions**

The position requires moderate travel in the United States, although travel to Canada could be required as issues arise. Flexible hours to include possible evening and weekend work may be required on some occasions.

All applicants must have the ability and appropriate technology set-up to work from home. This position can be local or remote. Remote employees are expected to report to the office once a month (and more when needed), while local employees will work a hybrid schedule, with in-office days being Tuesday and Wednesday.

### **To apply:**

- Submit cover letter and resume through [careers@ustires.org](mailto:careers@ustires.org).

*USTMA is an equal opportunity employer. Candidates of diverse backgrounds and experience are encouraged to apply.*

*Our culture is grounded in the values of collaboration, trust, passion and respect. We hire and thrive living these values, and so will the successful candidate.*

*USTMA is committed to protecting its employees and their families from COVID-19. To that end, USTMA requires all employees to provide proof of full vaccination against COVID-19, including all recommended boosters, with reasonable accommodations to any employee who cannot comply with this policy for a legally protected reason. USTMA employees must follow all applicable government, building and USTMA policies regarding COVID-19 mitigation, such as masking, distancing and quarantine.*