

## Certification Coordinator

**Location: Remote (US or EU) or Amsterdam (NL) office**

**Eligibility to work in the United States or European Union is required for this position.**

**Release date: July 2023**

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.

As a member of the Institute's Certification Team, the primary role of the Certification Coordinator is to provide day-to-day administrative and operational support to the Cradle to Cradle Certified community, working closely with Institute staff, certification applicant companies, and assessors. The Certification Coordinator plays a pivotal role in ensuring a smooth delivery of the program application process and third-party verification services, and will also contribute to the continuing evolution of certification program operations. This newly created position is a unique opportunity to join the Institute in an entry-level role with the potential to grow into a higher level role over time.

## Key Responsibilities

- Manage day-to-day administrative aspects of the certification program, including the processing of certification applications, certification legal agreements, invoices, and other certification and operations related tasks
- Provide administrative and operational support to certification holders and applicants, program assessors, Institute staff, and other program stakeholders
- Assist with management of the certification database
- Prepare certification reports
- Assist with the design and implementation of improvements to certification processes and operations, policies, user tools, and resources
- Other technical, research, and program support as needed

## Requirements

- Bachelor's Degree, preferably in a relevant scientific/technical field of study (e.g., environmental science)
- At least three years of relevant, professional work experience with a Bachelor's degree or one year with a Master's Degree
- Administrative experience related to environmental certification or related type of program preferred
- Experience liaising with business clients and partners, supporting them with queries and requests preferred
- Excellent written and spoken English communication skills
- Strong sense of personal responsibility and accountability for delivering high quality and original work within a set timeline
- Ability to manage competing priorities and to deliver in high-paced environment
- Self-starter, proactive, and able to work independently
- Strong commitment and thorough attention to detail
- Detailed functional knowledge of standard office software (MS Office suite, Google apps)
- Experience in working with Salesforce, or administering databases or information systems preferred
- Enthusiasm for learning and using Salesforce to manage certification operations
- Genuine passion for sustainability and advancing the Cradle to Cradle design principles

## 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 sustainability movement
- Work with talented, highly motivated, mission-driven colleagues in an international setting
- 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](mailto:careers@c2ccertified.org)

**Application Deadline: Open until filled**

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