

Responsible Sourcing Initiative Program Associate

April 2024

About the Role

The Responsible Sourcing Initiative Program Associate will assist with the coordination and execution of the [Responsible Sourcing Initiative](#) (RSI) program plan, working closely with the RSI Program Manager. This role requires advanced project management skills, strong communication and organization skills. The Program Associate will support the delivery of the program objectives, ensuring alignment with the program goals and objectives. This is a full-time contractor role, and the Program Associate will report to the Responsible Sourcing Initiative Program Manager.

Key Responsibilities

- Program and project planning and coordination:
 - Assist in operationalizing program plan, timelines, and milestones
 - Collaborate with internal teams to ensure the completion of program objectives within scope
- Documentation and reporting:
 - Maintain documentation of program and project activities, action items and meeting minutes
 - Assist in preparing regular program progress reports to meet funder obligations
 - Support the development of presentations and materials for program reviews and presentations to internal and external stakeholders
- Stakeholder engagement:
 - Assist in organizing stakeholder meetings and workshops to facilitate collaboration and alignment, including workshop design materials
 - Communicate with RSI partner organizations to provide updates on project updates and gather requirements
- Evaluation and reporting
 - Support the monitoring and evaluation (M&E) lead with project evaluation reports, highlighting achievements, challenges, and lessons learned

Key Competencies

- 3-5 years of experience in project management or program coordination, preferably in a corporate or non-profit environment
- Experience within relevant fields of human rights, global supply chains, plastics recycling and circular economy
- Strong understanding of project management tools, methodologies, and best practices

- Proficiency in project management software and Microsoft Office Suite
- Tenacious attention to detail, excellent organizational, time management and multitasking skills
- Values intellectual rigor and transparency; willing to ask for help or admit what one does not know.
- Event formulation and management: has the ability to design in-person convening agendas, identify appropriate participants, and manage the complete event management cycle.

Education

The ideal candidate will have a minimum of 3-5 years' post college experience within relevant fields of waste management and recycling, corporate social responsibility, international development, or related sectors. Nonprofit program and project management experience is preferred.

Location

Remote position (contractor role) for candidates based in any of the following locations: India, Indonesia, Singapore or Sri Lanka. Candidates must be authorized to work in their respective country.

To apply

Please submit your resume and cover letter with the email subject line: "TCI Responsible Sourcing Initiative Program Associate 2024" to hello@thecirculateinitiative.org. Applications close on May 17, 2024. Thank you for your interest in The Circulate Initiative and this role. Note that only shortlisted candidates will be contacted.

About The Circulate Initiative

The Circulate Initiative is a non-profit organization that works to solve the plastic pollution challenge and build circular and equitable economies across emerging markets. It delivers cutting-edge research, builds high-impact programs, and drives collective action with industry stakeholders, including businesses, investors, and policymakers. For more information, please visit: <https://www.thecirculateinitiative.org/>