Recycled Paperboard Technical Association

www.rtpa.org

Job description: Associate Executive Director, Technical Services

**About us:**

The RPTA is a member driven non-profit industry organization focused on expanding the use and improving the manufacture of recycled fiber content substrates, i.e.; coated and uncoated recycled paperboard and containerboard.

**The Job Scope**

**The Associate Director, Technical Services, will manage:**

* Overall stewardship of the RPTA Comprehensive Program for Food Contact Paperboard Made from Recycled Fiber.
* Staff coordinator for the Product Stewardship Task Force (PSTF) and Operating Board (OB).
* Manage collaborations with internal and external stakeholders.

**Responsibilities**

* Ensure timely updates to the RPTA Comprehensive Program – coordinate legal and scientific reviews.
* Coordinate scientific review of Protocol with outside stakeholders.
* Plan and coordinate quarterly meetings of PSTF and OB.
* Plan, coordinate and manage annual Technical Seminar in conjunction with TAPPI.
* Plan, coordinate and manage other topical seminars as determined by the OB.
* Coordinate analytical lab work.
* Coordinate annual profile study.
* Coordinate maintenance of Protocol data database.
* Manage ad hoc projects as developed by the Board of Trustees, PSTF and OB.
* Aid members on questions regarding the Comprehensive Program as well as regulations pertaining to the use of recycled paperboard packaging for food contact applications.

**Stakeholders**

* - **Externally:** Science and legal consultants, analytical labs, database consultants, other industry associations and, as needed, NGO’s
* - **Internally:** All member company representatives

**Qualifications: Who we are looking for:**

* Scientists with BS degree in the field of; Paper Science or Chemical Engineering or related disciplines (Master’s degree not mandatory but desirable)
* Work experience, 7+ years not mandatory but desirable
* Experience in FDA regulatory field not mandatory but desirable
* Ability to interpret data from different scientific disciplines and technical functions (e.g., Regulatory, Safety, Toxicology, Product Research) to ensure ongoing refinements to the RPTA Protocol.
* Strong leadership skills, analytical thinking and collaboration & communication skills.
* Public speaking ability.
* Some travel will be required.

**Location**

* Flexible, prefer large transportation hub in Eastern Time Zone