

PPAI JOB DESCRIPTION

Product Responsibility Manager

Provide a brief summary describing a successful job performance

Product Responsibility Manager is the primary Association point of contact on product safety and compliance issues. This manager manages all day to day responsibilities related to PPAI's category specific education program—responsible for developing and executing curriculum. The product responsibility manager also is the primary liaison with product testing lab and contact for member education as it relates to product responsibility. The product responsibility manager is also tasked with monitoring state legislation and regulation as well as outreach and engagement with those agencies as it related to product safety. Strong writing skills are essential for this position.

Reporting Structure

Title of reporting manager: Director, Public Affairs/Executive
Department: Executive / Public Affairs

Job Status

FLSA Status (Exempt / Non-Exempt): Exempt
Compensation (Hourly / Salary): Salary
Job Status (Full-Time /Part-Time /Temp): Full-Time
Daily Schedule (Start time Flexible / Not Flexible): Start time flexible
Work Location: Flexible

Job Discretion

How many people does this position supervise: None
Does this position have disciplinary responsibilities: No
Does this position have hiring / termination responsibilities: No
Does this position have evaluation responsibilities: No

Essential Functions and Primary Duties

1. Primary point of contact on category specific education program. This includes working collaboratively with the professional development department in support of the Product Safety Aware initiative.
2. Support all product responsibility efforts including product safety, social and environmental responsibility issues. These duties include liaison with the CPSC, the FDA and other Federal agencies, as well as other compliance professionals including product safety testing labs, Washington lobbyists and Association workgroups.
3. Oversee the development of product responsibility educational resources, including webinars, best practices, case studies, on line resources and other materials. Develop course material for product safety education events; support the development and execution of the PPAI Product Responsibility Summit; presents to regionals and other member groups on the topic of product responsibility.
4. Responsible for the annual production of the compliance binder that is produced in conjunction with the Product Responsibility Summit.
5. Co-liaison to Product Responsibility Action Group.

Secondary Responsibilities

1. Clearing house of information – respond to member and staff inquiries regarding corporate social responsibility and product safety and responsibility.
2. Contribute content to PPB and Newslink keeping out members up to date on all CSR related issues.
3. Provide backup support to both the department director and the government relations manager in executing advocacy efforts with legislative and regulatory agencies on a state and Federal level. Support our Legislative, Education and Action Day (LEAD) efforts in Washington, D.C.
4. Other duties as assigned.

Association Wide Responsibilities & Values (expectations of everyone)

1. Provide honest and ongoing communication as needed to support success throughout the organization
2. Meet established deadlines for all projects, reports and communications for all audiences both internally and externally.
3. Provide high-quality products, reports, communications and projects for all audiences internally and externally.
4. Be fair, consistent, responsive and supportive of leaders, staff, board members, members and vendors
5. Help PPAI to continually seek improvement. Be prepared to personally manage changes taking place within PPAI and the industry.
6. Be empowered, accountable and responsible for your career success, actions, influence and impact upon the organization as a whole.
7. Foster cultural values, mission and overall organizational guidelines of PPAI.

Education Requirements

School/Certification Authority	Degree/Certification	Major/ Minor
College/University (required)	Bachelor 4-yr degree	English, political science, communication, journalism, law, business, supply chain management, chemistry, or chemical engineering, manufacturing engineer,
ASAE (helpful)		CAE, CPSM, CHCM,

Experience Requirements

Type of Work	Years of experience	Depth of Experience
Communications, Public Relations, Public Affairs	5	Recognition of legal issues, translate technical documentation/legal documents into clearly understandable language
Government Agency Relations	3	Familiarity and experience working with government officials and federal agency staff
Technical Background	3	Affinity for understanding technical issues, logical thinker

Knowledge, Skills and Abilities

KSA's	Years of experience	Depth of KSA's
Strong writing and communication skills	5	Public speaking; creation of scripts, presentation; written communication/ situation analysis; articles for publication; creation of public comment reports.
Development of training tools	3-4	Able to design training/advocacy material in a comprehensive and easy to understand layout
Organization of work and ideas	3-4	Ability to accumulate, synthesize and analyze data resources and business issues in order to prepare concise, accurate materials. Must be able to handle multi-projects at one time
Issue analysis	4	Read, discern and triage issues
Special Events Planning	3	Planning and implementation
Association Management	2	Understanding bylaws, member psychology
Interpersonal and customer service skills	5	Excellent communication skills, extreme patience in explaining product responsibility issues to members, tact, diplomacy and confidentiality. Able to communicate complex topics to all levels.
Proficient in Microsoft Office and other software	4-6	Able to work on most business software systems especially Microsoft and website formatting systems

Physical Requirements

- *Sitting: 6-8 hours daily
- *Standing: 1-2 hours daily
- *Lifting: up to 25lbs
- *Pushing/Pulling: up to 25 lbs
- *Bending/Stooping: minimal
- *Extended work hours, extended weeks (endurance requirement): must able to work shows, training events and on-site events lasting from 1-15 hours per day.

Work Environment

- *Office environment: most days
- *Trade show floor or event venues: upon request
- *Temperature controlled: usually
- *Travel: Must be able to travel