



CARPET AMERICA RECOVERY EFFORT SM
Developing market-based solutions for the recycling & reuse of post-consumer carpet

**CARE Request for Proposals
 July 27, 2013**

The Carpet America Recovery Effort (CARE) is seeking candidates to fill the new independent contractor position as Project Manager of CARE California Carpet Stewardship Program.

Position Details

Position Title:	Project Manager, CARE California Carpet Stewardship Program (AB 2398)	Location: California	Position Status: Independent Contractor
Supervisor Title:	Executive Director, CARE		

Position Summary

Under the direction of the Executive Director of CARE, the project manager is responsible for managing the principal duties of the CARE California Carpet Stewardship program ('Program') specified in this document, in order to meet the California Carpet Stewardship Regulations and the requirements of the Carpet Stewardship Plan ('Plan').

Principal Duties

1	Assist existing or potential carpet recyclers and/or processors with general manufacturing, communication and business issues. Ensure recyclers and processors are completing quarterly reporting to meet Plan requirements.
2	Manage the existing Rural County Program (6 counties) and its expansion to include 4 additional counties. In cooperation with the Rural County team, identify, educate and prepare 4 new counties to participate in program and be operational by January 2014. Train participants on program operations, logistics reporting and marketing communications. Regularly visit facilities to insure smooth operations.
3	Participate in regular Agreed Upon Procedures (AUP) visits and reviews, along with CARE team and outside resources (Accounting firm). Identify and report any issues, and assist in corrective actions needed.
4	Prepare quarterly reports with data from Rural Counties program, and from carpet recycling results in California. Collect data from participants, summarize and analyze. Prepare deck for Stewardship Plan Committee. (SPC)
5	Develop Education, Communications and Outreach materials for targeted audiences (recyclers, processors, NGOs, local governments and targeted consumers). Prepare and manage communications budget for the Program. Participate in communications tactics such as social media, interviews, presentations, web site updates, conferences, and customer visits, as directed by CARE. Assist CARE in preparing key messages as needed.
6	Verify that facilities have all proper operating permits.
7	Perform other duties as assigned by the CARE Executive Director including contributions to the CARE Annual Report and the CalRecycle Annual Report.

Legal Obligations

All position responsibilities are to be performed in accordance with the applicable laws, regulations and CARE Policies and Procedures. Successful candidate will sign a Confidentiality Agreement that includes items such as Intellectual Property, trade secrets and non-compete with CARE and any of its members that may require the same for a period of 3 years following termination of contract.

Key Relationships

Direct internal relationships include, but are not limited to: CARE Executive Director, CARE Operations Manager, Rural County Committee, recyclers and processors, CalRecycle, Stewardship Plan Committee, accounting firms, communication resources and other CARE resources.

Experience, Skills and Abilities

1	Minimum 5 years' experience in environmental/recycling fields
2	Bachelor's degree in a related field, Engineering degree preferred (or equivalent work experience).
3	A track record of successful project management and delivering results, in an independent/remote setting.
4	Strong business relationship, communications, presentation and problem-solving skills.
5	Significant experience in a team environment.

Logistics

The independent contractor will reside in California (location is open to discussion). CARE will provide a computer and email access. Candidate will be expected to provide their own office needs. CARE will reimburse all preapproved travel and expenses required to conduct work assignments. It is expected contractor will travel across the whole State at times, with concentrated focus in the greater Los Angeles, San Francisco and Sacramento areas in particular.

Candidates should submit a resume focused on demonstrated accomplishments and a minimum of 4 references with full contact information is required. Final decisions on this position are expected to be completed no later than the end of August.

Compensation package will be commensurate with candidate's expertise and experience.

To respond to this Request for Proposal, please submit your Resume and References by email and by mail to:

Bob Peoples, PhD
Executive Director, CARE
100 S. Hamilton St.
Dalton, GA 30720

Email: bpeoples@carpetrecovery.org

The deadline for responding to the Request for Proposal is August 12, 2013.