

JOB ANNOUNCEMENT
Science and Policy Manager
Location: Seattle, Washington

POSITION SUMMARY

Toxic-Free Future (TFF) is looking for a Science and Policy Manager to join our team! As part of Toxic-Free Future's campaign team, the Science and Policy Manager will participate in research projects, policy analysis and advocacy, and contribute expertise to advance solutions that address toxic pollution threatening the health of people and the planet. The Science and Policy Manager will work closely with the Science Director and Executive Director and collaborate with other staff to advance our mission.

This position requires the ability to assist in materials and product testing and other scientific research, analyze and propose improvements to toxic chemical regulation policies, engage and lead coalitions to support policy and market campaign objectives, and manage projects and interns. The Science and Policy Manager must be able to work collaboratively across the organization's teams and with coalition partners and have strong communication skills. The role also requires self-discipline, flexibility, creativity, positive attitude, and desire to support comprehensive campaigns that advance the organization's mission and goals.

ABOUT TOXIC-FREE FUTURE

Toxic-Free Future (TFF) is a national advocacy organization working to advance safer toxic-free products and prevent the use of harmful chemicals that results in pollution that harms human health and the environment. TFF believes everyone has a right to be healthy and live and work in toxic-free environments, especially disproportionately impacted Black, Indigenous and people of color (BIPOC) communities, low-income communities, and workers most impacted by the production, use, and disposal of toxic chemicals. TFF takes on reforming flawed regulatory systems, winning policy and market changes that protect the most vulnerable. We are a growing organization with a passionate, collaborative and dedicated staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Science and Policy Research

- Support the Science Director in strategically targeted research to better understand the product sources of and exposures to toxic chemicals.
- Prepare information on toxic chemicals and alternatives for use in advocacy campaigns.

- Conduct literature reviews and analyze relevant research as necessary to advance strategic goals.
- Translate research results into findings that are easy for the public and decision makers to understand and use.
- Author and co-author reports and fact sheets to clearly convey research results.
- Support the policy team in researching, analyzing, and tracking government and market policies to restrict and regulate toxic chemicals in products.

Policy and Advocacy

- Manage Washington state policy activities.
- Monitor legislative and agency action and prepare and present public comments and testimony, and advocate in Washington legislature and with other elected officials.
- Develop fact sheets and other materials for the public and coalition partners to advocate for legislative and administrative action.
- Monitor and comment on agency action that relates to campaign goals.
- Serve as a resource for policymakers and regulatory agencies on issues related to TFF's campaign goals.

Coalition Building, Outreach and Mobilization

- Lead TFF's coalition building and public engagement efforts in Washington state to create broad public support for campaign goals and objectives.
- Foster diverse partnerships and alliances with existing coalition partners and engage stakeholders including community-of-color led organizations affected by toxic chemicals in their homes and communities to support policy and market campaign goals.
- Cultivate and maintain relationships with key interest groups and individuals, including policymakers and government agency staff.
- Collaborate with program staff on nationwide campaign coalition strategies.
- Write reports, fact sheets, blogs, action alerts, and other communication tools to support campaign objectives, with support from our communications team.

REQUIRED QUALIFICATIONS

- Degree in environmental health, public health, toxicology, chemistry, environmental studies, or equivalent.
- Demonstrated commitment to the mission and vision of Toxic-Free Future.
- Strong attention to detail with an understanding of broad strategic objectives.
- Ability to take both initiative and direction.
- Ability to participate in scientific research projects with limited supervision.
- Skill in analyzing policy, complex issues, and making recommendations for change.
- Strong written, verbal, and presentation skills.
- Strong grasp of the fundamentals of public policy advocacy.
- Results-oriented, flexible, creative thinker able to work on a range of projects and meet deadlines.
- Ability to work independently, but also as part of a team.
- Demonstrated comfort with technology, familiarity with computer databases and MS Office software, and ability to utilize online resources effectively.

EQUAL OPPORTUNITY EMPLOYMENT, EQUITY AND INCLUSION

TFF is committed to providing an inclusive environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, political affiliation, amnesty, or status as a covered veteran, in accordance with all applicable federal, state and local laws. TFF believes that diversity and inclusion are critical to our success as an advocacy organization working to protect the health of all citizens from harmful chemicals. TFF seeks to recruit, develop, and retain the most talented people from a diverse candidate pool, and foster an inclusive environment. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, leaves of absence, compensation and training.

COMPENSATION

This is a full time, exempt position. Starting salary is \$65,000—\$85,000 annually, dependent upon skills and experience. We also offer a generous benefits package including employer-paid medical, dental, and vision insurance; monthly wellness benefit; flexible spending account; paid vacation; 10 paid holidays per year; and a SIMPLE IRA retirement plan with an annual employer contribution.

TO APPLY

- Please email a resume and cover letter in pdf format to jobs@toxicfreefuture.org.
- Please put Science and Policy Manager in the subject line of the email and address the cover letter to Marlyn Twitchell, Deputy Director.
- Interviews will be conducted on a rolling basis. This position is open until filled.