

Government Affairs & External Relations Specialist

Department: Business Development

Reports To: Sr. Sustainability Manager

Supervisory Role: No

Classification: Exempt

Background

Zero-Waste won't happen overnight. PreZero is where we start. Based in Los Angeles, CA, PreZero operates on the idea that the circular economy is attainable through innovation & collaboration. A circular economy is an alternative to the traditional throw-away culture that has developed in our society. Instead, we give value to waste by thinking differently.

It is not enough to simply recycle in the traditional sense. We strive to generate added value by working together with top industry experts. Through collaboration, we can develop solutions for all valuable waste streams.

Job Description

Job Summary:

Our Government Affairs & External Relations Specialist is part of our Business Development team and provides a foundation for our continued growth and success. With our commitment to transparent, high quality recycling innovations, it is our GA & ER Specialist who develops and maintains strategic relationships, handles issues and interests at government agencies, regulators, policy makers, and industry associations.

The successful candidate will have experience in the recycling industry, preferably plastics and/or organics, to help guide our pathway forward. They will also have project management experience, be an expert communicator, and be familiar with business case analysis. The candidate should be committed to the opportunity and responsibility to positively impact the immediate and long-term success of the company as we grow locally and nationwide.

Essential Functions:

- Ensure that the vision and mission of PreZero US and its commitment to a sustainable future is demonstrated clearly and consistently
- Track relevant external developments and report internally with proposed strategic directions (e.g., legislation, administrative action, industry priorities and interests)
- Ensure that PreZero US is aware and aligned with cutting edge developments in the public and private sectors of the recycling industry

Competencies:

- Research regulatory/other issues and trends in the recycling industry and act as an internal consultant on these topics in developing processes to ensure compliance and proactive approaches in business development
- Build relationships with and understand the perspectives of stakeholders on internal and external teams
- Organize, coordinate, and attend events and meetings for industry associations and government agencies
- Work closely with internal stakeholders to gather and organize ideas and thoughts on key issues in the preparation of formal responses to external affairs
- Work closely with the Marketing Manager to prepare meeting materials and develop talking points in preparation for industry meetings and other events, responses to external inquiries, etc.
- Write applications for grants and other funding opportunities
- Partner with other stakeholder teams across business units to develop necessary analysis and documentation in a collaborative way, communicating effectively and efficiently with expansion, managerial, and executive teams
- Author and update internal and external documentation
- Maintain all relationships in a transparent manner through internal CRM
- Demonstrate behaviors which are aligned with the organization's desired culture and values
- Other duties as assigned

Required Education and Experience:

- Bachelor's degree in related field
- 5+ years of proven work experience in Government and External Relations in the recycling or manufacturing industry
- Exceptional communication skills with the ability to translate external affairs into strategic, actionable insights
- Strong presentation skills and excellent business acumen
- Proven analytical abilities and reporting strengths
- Experience in writing grants and funding applications
- Strong attention to detail and organization skills
- Self-driven with strong desire to constantly learn and innovate around new topics
- Superb team player who can work effectively and efficiently with other to achieve a common goal
- Proficient computer skills, especially in the Microsoft Suite (Word, Excel, Outlook, Teams, Dynamics)

Preferred Education and Experience:

- Master’s degree in related field
- Proven project management skills working with cross-functional stakeholders
- Existing relationships in the industry at all levels of government and associations
- Knowledge and experience in the recycling industry and commodity value chain

Work Environment:

Normal setting for this job is office setting.

Physical Demands:

- Required to use motor coordination with finger dexterity (such as keyboarding, machine operation, etc.) most of the workday.
- Required to exert physical effort in handling objects less than 30 pounds rarely.

Travel Requirements:

- Possible Travel: 25% of the time (local, national)

Acknowledgement:

Employee Signature _____

**Employee signature constitutes employee's understanding of the requirements, essential functions and duties of the position.*