

## Responsible Purchasing Fellowship

**Schedule:** 1 year, four days/week (Mon-Thurs, 9 to 5), ideally starting August 2008

**Compensation:** \$1,250/month, 4 weeks paid vacation, full medical, public transit subsidy

**Deadline:** July 1, 2008

The Center for a New American Dream seeks a one-year paid Fellow for the Responsible Purchasing Network (RPN). RPN develops cutting edge strategies and resources to assist large institutions, including state and local governments, universities, and corporations, in purchasing socially and environmentally responsible products and services.

Responsibilities include:

- Gathering and analyzing the latest data to promote responsible purchasing in specific product areas. Research areas may include: cleaning products, vehicles, paper, renewable energy, office electronics (e.g., computers, printers, copiers), paint, lighting, carpets and more.
- Assisting RPN members and potential members with general inquiries and membership, webcast, and event registrations; supplying RPN and New Dream staff with membership information for projects and proposals
- Contacting constituents to generate involvement, gather information, and solicit feedback on various initiatives. This includes telephone research and participation in meetings.
- Researching and writing to keep institutions current with information on responsible products and services. The writing is used for our website, publications, media pieces, presentations, etc.
- Coordinating all event logistics for RPN staff-attended events
- Supporting staff in preparation for meetings, events, administrative work including mailings, etc. (approximately 25% of time).
- Participation in staff meetings and other organizational operations as appropriate.

The ideal candidate should have a Bachelor's degree (Master's preferred); excellent research, writing, and verbal skills; basic quantitative skills; flexibility; the ability to juggle multiple tasks simultaneously; and the ability to work well both individually and as part of a team. Familiarity with responsible business practices and products, including the products listed above, is desirable.

To apply, please send a cover letter, resume, three references, and one writing sample (no more than 4 pages) to:

Responsible Purchasing Fellowship  
Attn: Courtney Godwin  
New American Dream  
6930 Carroll Ave, # 900  
Takoma Park, MD 20912-4466

or via email to [rpn@newdream.org](mailto:rpn@newdream.org)