



## SUSTAINABILITY COORDINATOR

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|--------------------|-------------------------------|------------------------|---------------|
| <b>DIVISION:</b>   | USA                           | <b>JOB CODE:</b>       | 2515          |
| <b>LOCATION:</b>   | Corporate                     | <b>JOB FUNCTION:</b>   | Product Mgmt. |
| <b>DEPARTMENT:</b> | Sales                         | <b>FLSA STATUS:</b>    | Nonexempt     |
| <b>REPORTS TO:</b> | Global Product & Program Mgr. | <b>EFFECTIVE DATE:</b> | 7/28/26       |

### JOB SUMMARY

Address organizational sustainability through development of sustainable business reporting procedures, establishing sustainability goals, guidelines, and policies, and promoting sustainability across the organization.

### QUALIFICATIONS

#### Education/Experience

Bachelor's Degree in Environmental Science, Sustainability, or Business with an environmental focus, plus a minimum of one (1) year of professional experience in sustainability coordination preferred; or equivalent combination of education and experience.

#### Knowledge/Skills/Abilities

**Sustainability Skills.** Knowledge of basic principles of sustainability to include environmental, social, and economic, to include reporting requirements and standards, such as Global Reporting Initiative (GRI), life cycle analysis, and carbon reporting. Knowledge of sustainability assessments and ratings. Ecovadis knowledge a plus.

**Core People Skills.** Ability to positively interact and work collaboratively with a diverse group of people at all levels of the organization. Genuine with high ethical standards and values, and personal integrity and honesty. Ability to apply a large measure of common sense to a variety of situations. Ability to develop constructive and cooperative working relationships with others.

**Communications Skills.** Ability to speak clearly and persuasively in positive or negative situations, listen, obtain clarification, and respond well to questions. Proficiency in writing clearly and concisely, editing work for spelling and grammar. Ability to vary writing style to meet business needs.

**Computer/Applications Skills.** Proficient in Microsoft products, including SharePoint, Power Point and Excel. Excel skills must include ability to write formulas, generate plots, and other basic data analysis operations. Ability to maintain internal website by organizing, creating postings and reports on a global level. Knowledge of and ability to manage a Life Cycle Assessment (LCA) software program a plus.

**Analytical Skills.** Ability to define problems, collect objective data, establish facts, and draw valid conclusions. Competent in linking big picture goals with mathematical formulas and measurable metrics and developing methodologies to measure our carbon footprint and other key areas related to sustainability. A basic understanding of statistical analysis, population size, data normalization, and fundamentals of good data collection is required. Skill in using logic and reasoning to identify and solve problems or answer questions.

**Core Business Skills.** Ability to exercise sound judgement and discretion in handling of proprietary and confidential information. Ability to work independently, without significant direction and to use resources effectively to "figure it out". Exceptional prioritization, time management, organizational and analytical skills. Ability to write routine reports and correspondence. Ability to effectively collaborate, communicate, and execute assigned tasks specific to the project requirements and objectives with the project team.

**Professional Investment.** Demonstrated commitment to own personal professional development and learning.

**Flexibility/Travel.** Exhibit flexibility in work schedule and perform beyond a normal workday. Ability to travel up to 10% primarily within the US. Valid US Passport or ability to obtain.

## ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Collaboratively assist the Global Product & Program Manager in the establishment and execution of organizational sustainability initiatives, including but not limited to:
  - a) Contributing to strategic discussions about sustainability program development and implementation; actively participating in scheduled meetings.
  - b) Developing sustainability project goals, objectives, initiatives, or strategies in collaboration with other sustainability professionals.
  - c) Accurately executing and distributing the department's annual Sustainability report.
  - d) Serving as first point of contact for customer Sustainability inquiries. Maintaining database to track inquiries and approved replies and annually completing EcoVadis questionnaire.
  - e) Coordinating with multiple locations to gather information regarding sustainability initiatives and performance to meet business objectives, remain competitive and compliant.
  - f) Establishing reasonable reporting timelines, measurement, and reporting methodology compliant with regulations/global standardization.
  - g) Monitoring and tracking sustainability indicators such as energy usage, natural resource usage, waste generation and recycling and other indicators. Providing support and follow up for multiple locations regarding sustainability metrics.
  - h) Creating or maintaining plans or other documents related to sustainability projects.
  - i) Providing information to assess cost effectiveness, technical feasibility and acceptance/buy in of sustainability initiatives.
  - j) Assisting in Materiality Assessments to identify sustainability risks, opportunities and impacts by region, including stakeholder outreach.
  - k) Conducting cradle to grave life cycle assessment for sustainability; identifying material inputs, what is missing, and recommending methods for obtaining missing information.
  - l) Compiling, organizing and determining how to present collected data, including execution of routine calculations and development of visual dashboards.
  - m) Evaluating global and US policies and regulatory requirements related to sustainability in order to make recommendations and evaluate progress on implementation activities. Routinely monitoring updates to regulations, codes and adapting to the unique needs of customers.
  - n) Effectively collaborating, communicating, and executing tasks specific to assigned projects.
  - o) Positively promoting the sustainability initiative by regular communications, marketing, and promotional strategies. Maintaining internal website by organizing, creating postings and reports on a global level.
2. Promote positive team member and customer relations by supporting Pyrotek's commitment to a working environment of tolerance, acceptance and civility. Respond appropriately to inquiries, concerns and complaints by being professional, courteous and respectful at all times.
3. Maintain regular, consistent, reliable, punctual, and predictable attendance, as required to achieve internal and external customer satisfaction.
4. Actively and positively participate in problem resolution, demonstrating constructive communication, timely response and effective resolution skills. Work effectively within team environments both within your department and across the organization.
5. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
6. Actively support compliance with all relevant ISO management system standards by establishing, implementing, and/or maintaining processes needed for internal and external communication relevant to the EMS, including what, when, and with whom to communicate. Respond to relevant communications related to the EMS.



7. Participate in company/department meetings, training activities, continuing education programs and other associated activities.
8. Consistently promote and communicate Pyrotek's core values through work performance and excellent customer service.
9. Perform other tasks as assigned.

### **PHYSICAL/SENSORY REQUIREMENTS**

*The following physical activities described here are representative of those required by a team member to perform the essential functions of this position. Reasonable accommodation, if feasible, will be made to enable individuals with disabilities to perform the functions of position.*

Must be able to sit for long periods-of-time, bend and reach, use stairs, lift up to 25 pounds occasionally and communicate effectively in English by telephone, in person and in writing. Effectively use a personal computer, office equipment and telephone.

### **WORKING ENVIRONMENT**

While performing the essential responsibilities of this position, the team member will generally work in an office environment.

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Team Member's Signature

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Date