

## **Oregon Sea Grant 2021-2022 Oregon Industry Fellowship**

Environmental and Sustainability Program Coordinator (ESPC) Fellowship  
The Tofurky Company, Hood River, Oregon

***Application Deadline: April 23<sup>rd</sup>, 2021 at 5:00 p.m. Pacific Standard Time***

*Please note that due to the evolving COVID-19 situation, projects may need to be modified in scope or timing and will likely begin virtually. We will monitor the situation and communicate accordingly.*

The Oregon Sea Grant College Program and the Oregon Applied Sustainability Experience (OASE) are soliciting applications for the 2021-2022 Environmental and Sustainability Program Coordinator (ESPC) fellowship with The Tofurky Company. This nearly yearlong opportunity is intended to give a recent graduate first-hand experience in the research, design, and implementation of an environmental management system and the beginnings of a sustainability program that aligns with this plant-based food manufacturer's mission, business model, and environmental goals.

At the Tofurky Company, we want to erase the myth that people must make a choice: to enjoy tasty food or take care of themselves and the planet. We can do both. That's how we'll get to a happy, sustainable future that respects everyone. Our vision is a thriving planet, a generation of people embracing friendlier eating, and a business that is contributing to society rather than taking from it. The ESPC fellowship is an initial step for Tofurky in the long journey towards reaching that vision and a tremendous opportunity for someone who wants to change the world.

The is a full-time role of 1936 hours over the course of eleven (11) months. This is the equivalent to fifty 40-hour weeks of work and eight (8) holidays.

Additional details about the fellowship are available in the Appendix.

### ***Eligible Applicants***

The applicant must be a recent or pending graduate of an undergraduate or graduate program from an accredited college, university, or non-profit academic institution of higher education in the US. Successful applicants will have earned a degree in environmental studies, business, sustainability, or similar discipline, or will earn their degree by June 2021. Preference is for graduate-level applicants who have received their degree between 2019 and June 2021. Previous or current Oregon Sea Grant Graduate Fellows are not eligible to apply (previous Summer Scholars or OASE interns may apply).

*Foreign nationals please note: this opportunity is open to all eligible students regardless of nationality. To be considered eligible, you must be able to receive an educational stipend from Oregon State University for the duration of the fellowship. Neither Oregon State University nor Tofurky can sponsor visas for this opportunity. Also, additional taxes may be applied to your stipend, depending on your country's tax treaty with the US.*

### ***Qualifications***

- Interest in corporate environmental and sustainability programs.
- Experience with, or advanced coursework in, business or sustainability practices.
- Interest in learning how to align business outcomes with environmental and sustainability goals.

- Excellent research skills, capability to analyze and summarize numeric data, and ability to apply creative solutions to complex problems.
- Exceptional written and verbal communication skills.
- Ability to deal objectively and tactfully with a wide variety of people under stressful and hurried conditions.
- Organizational skills that complement strong independent and teamwork capabilities.

For examples of specific skills required for this position, please refer to the Appendix.

The Oregon Sea Grant Scholars Program has focused on broadening participation and diversity by restructuring our recruitment and review processes to make them more equitable. Our intent is to be more inclusive of applicants from various cultural, ethnic, and socioeconomic backgrounds with unique lived experiences, skills, and interests; including applicants that may have had fewer opportunities with industry or in the sustainability field. In line with this initiative, applicants will have the opportunity to demonstrate how their experience with diverse stakeholder groups and communities might apply to this fellowship, and how they think this fellowship will advance their long-term career goals.

#### **Schedule of Dates:**

- Submit intent to apply to [eseagrant@oregonstate.edu](mailto:eseagrant@oregonstate.edu) by April 16<sup>th</sup>, 2021 (strongly preferred) – Include “OSG Industry Fellowship” in the subject line.
- Application due: April 23<sup>rd</sup>, 2021 by 5:00 pm PST
- Interviews: mid-May
- Decision announced: late May
- Fellowship begins: the week of June 7, 2021, or as negotiated by fellow and host. Period of fellowship: This a full-time role of 1936 hours over the course of eleven (11) full months. This is the equivalent to fifty 40-hour weeks of work and eight (8) holidays.

#### **Fellowship Award**

The length of the fellowship is expected to be eleven (11) months and is nonrenewable. The fellowship stipend will provide you with at least \$4,000 per month to cover expenses during your full-time fellowship. Additional funds will be available which may include fellowship related professional development, educational supplies, health insurance, and travel expenses. All Oregon Sea Grant fellows are required to have health insurance.

#### **How to Apply**

Oregon Sea Grant uses eSeaGrant for fellowship application submissions. In order to access this system, please email [eseagrant@oregonstate.edu](mailto:eseagrant@oregonstate.edu) declaring your interest in applying with “OSG Industry Fellowship” in the subject line. Email registration one week prior (April 16<sup>th</sup>, 2021) to the application deadline is strongly preferred. Stating your interest does not obligate you to apply. Once you submit your interest in this fellowship, an eSeaGrant account will be created for you. All components of your application, including letters of recommendation, will be submitted through this system. This system may take some time to learn how to navigate, and we are here to provide assistance as needed; however, please do not wait until the last minute to apply. Your completed application must be submitted in eSeaGrant by the deadline to be considered for this opportunity.

#### **Application Requirements**

Incomplete and late applications and applications that do not follow the formatting guidelines will not be considered. A complete application will include the following four (4) elements:

1. A current résumé or curriculum vitae (CV). The résumé/CV must be in 12 point font with 1" margins, must not exceed two (2) pages in length, and must include the following:

- name and contact information (including address, phone number, and email);
- education history;
- work and volunteer history;
- any publications;
- if applicable: any funding support, either current or pending, and any previous awards; and,
- any other résumé /CV information you wish the reviewers to consider.

2. A personal narrative statement. This statement should be your original, written work. Any background materials should be referenced and cited appropriately. The “References Cited” do not count towards the page limit. Please contact us with any questions. The statement must be in 12 point font with 1" margins, use 1.5 line spacing, must not exceed three (3) pages in length, and should describe the following:

- Why you are a good fit for the Fellowship, and why you want this particular position
- How the fellowship relates to your career goals
- Your experience interacting with diverse communities or stakeholder groups and how this experience will help you succeed as a fellow
- How you would address the purposes and duties of the Fellowship (refer to specific skills provided in the Appendix).

3. Clear, scanned copies of up-to-date transcripts for all graduate and undergraduate coursework. At the application stage, unofficial copies are acceptable. If you are selected for this fellowship, official transcripts will be required at that time. If possible, please redact your birthdate, social security number, and/or student ID number, if included on your transcript. Please do not have these sent separately but include the copies of your transcripts with your application.

4. Two letters of recommendation (one must be from an academic mentor or advisor). The second letter of recommendation can come from anyone of your choosing familiar with your abilities. The applicant will request letters of recommendation directly through the eSeaGrant system, and the letter writer will upload their digital letter of recommendation onto eSeaGrant. Make sure your recommendation writers have sufficient time to get the letter to us by or before the application deadline; **letters of recommendation must arrive by the application deadline for the application to be considered.**

### **Selection Process**

A selection team evaluates each candidate's submitted written material based on these criteria: academic ability; communications skills; diversity and relevance of academic background to the available fellowship opportunity; additional qualifying experience (e.g., relevant work experience); support of recommendation letter writers; benefit of the fellowship to applicant's long term goals; experience interacting with diverse stakeholder groups or communities; and interest in and experience with corporate sustainability and environmental programs.

Top candidates will be interviewed in mid- to late-May. Interviews will be conducted by members of the Tofurky leadership team, OASE program personnel, and by the Oregon Sea Grant director. The selected candidate(s) will interview with the host via phone and video

conferencing. The 11-month fellowship is scheduled at the beginning of June 2021, depending on the arrangement between the scholar and the host office.

Oregon Sea Grant strongly discourages any contact between applicants and potential host offices before the interview process.

Find out more about past Oregon Sea Grant Scholars here:

<https://seagrant.oregonstate.edu/fellowships/sea-grant-scholars>

To learn about the Oregon Applied Sustainability Experience (OASE):

<https://seagrant.oregonstate.edu/OASE>

***Additional Information:***

Any questions related to this fellowship can be directed to the following: Sarah Kolesar,  
[sarah.kolesar@oregonstate.edu](mailto:sarah.kolesar@oregonstate.edu)

**Appendix: The Tofurky Company Environmental and Sustainability Fellowship**  
**Position Description 2021-22**

**Oregon Industry Fellowship**

Environmental and Sustainability Program Coordinator (ESPC) Fellowship  
The Tofurky Company, Hood River, Oregon

**Department:** This fellow will report to Tofurky's VP of People and Strategy but will be working closely with the Executive and Operations teams

**Fellow Title:** Environmental and Sustainability Program Coordinator

**Position Location:** Can work remotely most of the time. Position will require up to weekly onsite presence at Hood River, Oregon manufacturing facilities, as needed.

**Background:**

Tofurky was founded in 1983 on the principle that the current global food system is not sustainable and that nutritious protein alternatives with less inputs were needed to curb the environmental impacts of animal agriculture. Almost 40 years later, the mission remains the same - to reduce the environmental impact of our food system by making delicious plant-based foods. More recently, Tofurky became a [B-Corporation](#) and is fully committed to continuously reducing and preventing our environmental impact and achieve five of the seventeen, 2030 [UN Sustainability Development Goals](#) (SDGs). This project will be an important step along our journey towards our vision of a more sustainable global food system.

As a mission-based, triple bottom line B-Corporation, sustainability is part of our ethos. Our general sustainability goals are to prevent waste (food and packaging) wherever possible, limit our energy use, thus greenhouse gas (GHG) emissions, and prevent our water usage wherever possible throughout our value chain.

**Problem to solve:**

Although our intent and ethos has always been in place, only until recently has Tofurky been able to invest and focus on more deliberate environmental and sustainability programs. Measurement of our Scope 1 and 2 impact was only recently completed in 2020 and all tactics to reduce emissions have been tied to individual equipment and facility improvements. No larger plan has ever been created that combines all our environmental and sustainability efforts together into a system that monitors our progress towards our 2030 SDGs.

Tofurky needs a framework and system to monitor and track its environmental impact from supply to distribution that increase operating efficiency of our manufacturing facilities. With respect to sustainability, a formal program with defined targets needs to be developed then integrated into the company's day-to-day operations and that also align to our SDGs.

**Fellowship Description:**

The Environment and Sustainability Program Coordinator (ESPC) will create a framework and system to monitor and track environmental impact and increase Tofurky's operating efficiency. This lightweight Environmental Management System (EMS) will enable data-driven decisions to help Tofurky achieve its environmental goals through consistent control of its operations. The

ESPC will champion the company's environmental policy and goals and strive to integrate them into day-to-day operations and decision-making.

In addition to enabling Tofurky to achieve environmental goals with program and system design, this fellowship will develop the company's first formal sustainability program that will focus on source and waste reduction. The ESPC will take the time to understand the company's mission, vision, employer brand, culture, and local community to recommend how else Tofurky can be known for its sustainability ethos and strategies. To round out this nearly year-long fellowship, the ESPC will determine how best to approach a Scope 3 carbon emissions inventory so that the company can begin to understand its farm to distribution environmental impact.

**Priorities:**

**OVERALL FELLOWSHIP GOAL: Champion Tofurky's Environmental Policy and goals, and integrate them into company operations:**

- Using the company's mission statement, internal Environmental Policy, goals, and targets (that will be provided to you) as your guide, integrate our environmental and sustainability vision into the development of an environmental management system (EMS).
- Integrate the EMS and Environmental Policy into the creation of the first version of Tofurky's sustainability program.
- Work with stakeholders to integrate Tofurky's vision and goals into day-to-day operations and decision-making.

**STEPS TO ACHIEVE THE GOAL: Design, implement and manage Tofurky's first version EMS:**

- Design a simple EMS to appropriately match Tofurky's operations, business model and compliance level (ISO 14000 standard is not necessary as Tofurky is not regulated for emissions, water and chemicals).
- Gain stakeholder buy-in and alignment to the process, framework, hand-offs, decisions, and data housed in the EMS.
- Define the roles and responsibilities of all stakeholders who should be interacting with the EMS process and framework to:
  - Understand the company's environmental goals (these will be set in advance to the start of the fellowship by the company)
  - Analyze the company's environmental impacts and progress towards achieving goals and targets
  - Help to establish programs to meet these goal and targets
  - Monitor and measure progress in achieving the goals
  - Ensure employees' environmental awareness and competence
  - Review the progress of the EMS and make improvements
- Integrate the collection of data and goals of the EMS into daily operations business, planning and maintenance.
- Work with your supervisor to integrate EMS reporting and company benchmarking of environmental performance into the existing reporting process.

- Develop and implement the standard operating procedure for regular metering of natural gas, water, and electricity where possible.
- Create a 3-year Environmental & Sustainability roadmap that charts the course for Tofurky to achieve its environmental and sustainability goals. This is a simple 2-5-page document in the form of a plan.
- Ensure the [Project Gigaton](#) and [Sustainability Insight System \(THESIS\) Index](#) and goals set by the summer 2021 OASE intern are integrated into the 3-year Environmental & Sustainability roadmap.

#### **Design a first version Sustainability Program:**

- Design Tofurky's initial sustainability program that focuses on increasing recycling and reducing landfill waste from manufacturing operations.
- Conduct a formal waste audit and make recommendations for solutions for source reduction and to reduce landfill waste, then increase recycling of materials produced from manufacturing.
- With Tofurky's supply chain team, work with recycling vendors and Tofurky Operations to improve the handling, staging, and pick-up process of landfill waste and recyclable materials so data can be captured and monitored.
- Audit vendors to ensure they are appropriately disposing of or recycling materials to the appropriate standards.
- Participate as an active member of the Material Waste Reduction project team.
- Consider other opportunities that should be a component of Tofurky's sustainability program such as, but not limited to, composting, rainwater management, employee engagement opportunities (volunteer days), travel/commuter policy, etc.
- Recommend milestones that Tofurky should strive to achieve and incorporate them into the 3-year Environmental & Sustainability roadmap.

#### **Determine an appropriate and phased approach to conduct a Scope 3 carbon emissions baseline inventory:**

- Determine what data and information are available to carry out a limited Scope 3 GHG emissions inventory for Tofurky and benchmark our impact where possible.
- Determine how Tofurky might monitor, manage, and reduce emissions in our supply chain, in alignment with the B-Corporation assessment and SDGs.
- Work with the supply chain team to develop a data system to track and monitor GHG emissions in Tofurky's supply chain.
- Work with the Logistics team to develop a system to track and monitor carbon emissions from transportation and the distribution of Tofurky products.

Incorporate recommendations from the OASE summer intern's supply chain assessment is incorporated into the EMS and the 3-year Environmental & Sustainability roadmap.

#### **Special Projects if time permits:**

- Inventory and quantify the impact of various operation projects that are designed to reduce natural gas and utility use (pipe insulation, oven/pasteurizer residency time, etc.).

### **In the first week, expect to:**

- You will attend three days of onboarding at Tofurky called Rootcamp, where you will be trained in food safety, food defense, physical safety protocols, and observe our products being made.
- You will learn about our company history, our mission and vision for the world and the nuances of our culture and brand.
- You will meet your supervisor and review the responsibilities of the Environment and Sustainability Program Coordinator and discuss the proposed scope of work for the nearly yearlong fellowship.
- Before the week is out, you will attend your Oregon Applied Sustainability Experience (OASE) training.

### **In the first month, expect to:**

- Shadow key teams across the company to learn how products are produced and where natural gas, utilities and materials are consumed.
- Begin learning about Tofurky past effort to reduce its environmental impact and of sustainability strategies, what went well and why some things failed.
- Work with your supervisor to map out your priorities and begin working on projects and preparing to get them kicked-off.
- Go through deeper onboardings in key areas of the company that are of strategic importance, including beginning to do real work with the associated team leads and individual contributors.
- Understand project scopes, research problems in detail, and begin planning solutions.

### **In first three months, expect to:**

- Execute on your planned solutions, frequently acting as an individual contributor and being relentlessly resourceful to ensure problems are driven to solution successfully.
- Experiment and learn rapidly as you build solutions, adapting your approaches in real-time by incorporating your learnings and doing everything it takes to make sure the KPIs of your projects begin moving in the right direction.
- Gain a detailed understanding of how everything should work within your project scope and begin thinking about which types of people and processes are necessary to keep projects moving in the right direction.
- Work with the Operations Team to continuously stay up to date on the status and evolution of ongoing operations projects that contribute to your objectives.

### **In the first six months, expect to:**

- Complete a full status update to the Tofurky leadership team that summarizes progress, challenges, and risks.
- Prepare projects to operate successfully without your day-to-day involvement by ensuring new process has been transferred into normal business operations.
- Step back from projects once they are operating successfully without you and begin focusing on your next set of priorities.

### **By the end of the nearly yearlong fellowship, expect to:**

- Have designed and launched Tofurky's EMS system and integrated the framework into the day-to-day operations of the company.
- Developed a first iteration sustainability program that is underway and will continue after your role has ended.
- Determined how Tofurky should carry out a Scope 3 carbon inventory and have made recommendations how the company should proceed.
- Complete a full review of your accomplishments and lessons learned to the Tofurky leadership team.
- Complete a fellowship experience retrospective with your supervisor to help improve future fellowships.
- Write a case study of your experience for the OASE program.
- Have tuned up your resume and have applied for your first career job and have asked your new-found professional Tofurky relationships to be references and ask them for support to help launch your career.

**Skills required:**

- Capable of accurate data collection.
- Ability to analyze numerical data and use Excel, Power Point, and Word to summarize findings.
- Experience conducting research and writing reports.
- Excellent interpersonal skills.
- Ability to organize, prepare and lead meetings.
- Communicate well verbally and in writing.
- Self-directed and independent learner, willingness to roll-up their sleeves.
- Have strong interest in sustainability and environmental protection.
- Passion for preventing GHG emissions and waste.
- Supply chain education and interest in sustainable transport.
- Intrigued by sustainable food packaging and design.
- Knowledge of B Corporation and UN Sustainability Development Goals (SDGs).
- Can imagine basic food manufacturing process steps.
- Awareness of food safety management standards such as SQF and BRC.
- Comfortable presenting information to others in multiple formats.
- Ability to work independently and as part of a team.
- Basic project management knowledge, team-player mindset, and an interest and ability to work with a culturally diverse workforce.
- Spanish speaker is a tremendous asset, but not required.

\*Given current working conditions under COVID-19 restrictions, this position will primarily operate virtually. However, the successful candidate must be comfortable being onsite in a food manufacturing setting where COVID-19 prevention policies are enforced.