



FAIR LABOR ASSOCIATION

The Fair Labor Association (FLA) is a non-profit organization combining the efforts of industry, civil society, and colleges and universities to protect workers' rights and improve working conditions by promoting adherence to international labor standards.

FLA seeks a **core program manager** to build and maintain FLA's relationships with companies, collegiate licensees, and suppliers, in addition to overseeing FLA's brand accountability functions. The position is part of the Code Implementation and Monitoring group and reports to the Director of the group.

Primary Responsibilities

- Plan and execute the annual independent external monitoring and verification program for applicable companies.
- Oversee the FLA monitor accreditation process, including the identification of new monitors, training monitors on FLA principles of monitoring, and development of a monitor evaluation and reaccreditation process.
- Work with companies to assist them in fulfilling their FLA obligations by 1) serving as a key contact for company inquiries, 2) providing guidance to companies setting up compliance programs for the first time, 3) visiting member company headquarters to evaluate progress of their compliance programs, and 4) participating in the Third Party Complaint process, as required.
- Provide input into the ongoing development of the FLA program.

Requirements

- Broad knowledge of the labor rights field.
- Ability to research and develop an understanding of new and diverse industries and labor environments in a global context.
- Three to five years (or equivalent) in the labor standards compliance field, including direct work with suppliers in terms of monitoring and remediation, sourcing, or production. International experience preferred.
- Experience in jobs that involve planning and delivering products, analyses, assessments, metrics, and evaluations.
- Experience in overseeing a global program that involves tracking of multiple components, scheduling, and implementing workflows.
- Demonstrated ability to produce accurate and timely reports, as well as manage large sets of data.

Notes

The position is based in Washington, DC. Domestic and international travel and the flexibility to work across different time zones are required. FLA offers a generous benefits package, including health insurance (both personal and family), contribution to our 401(k), life insurance, paid family/medical leave, and vacation and sick leave. Please submit resume and cover letter to employment@fairlabor.org before September 30, 2006.