

Fair Labor Association  
Job Description

<b>Employee</b>	To be hired
<b>Position Name</b>	Core Program Manager
<b>Salary Classification</b>	Tier 3
<b>Effective Date</b>	
<b>Reports To</b>	Director of Code Implementation and Monitoring
<b>Job Description Date</b>	September 8, 2006
<b>Overview</b>	
	<p>The Core Program Manager is primarily responsible for building and maintaining FLA’s relationships with Companies, Licensees, and Suppliers (hereafter, “Companies”) and overseeing the FLA’s brand accountability functions. The successful candidate will be involved in implementing and strengthening systems and processes for verifying and evaluating company compliance programs through the following activities: work on Company recruitment and the development of realistic plans for implementing and meeting FLA company obligations; oversight of the global Independent External Monitoring process; planning, oversight of and involvement in annual company headquarter visits, evaluation of company compliance programs and accreditation, and public reporting and transparency initiatives. The position will also be responsible for the recruitment, accreditation, training, and regular evaluation of FLA accredited monitors and assessors globally. As part of the Code Implementation and Monitoring group, the Manager will participate in the development of FLA’s overall policy and practices for code implementation.</p>
<b>Primary Duties</b>	
	<ol style="list-style-type: none"> <li>1. Under the guidance of the Director of Code Implementation and Monitoring, and with the support of the Regional Coordinators and Program Support Assistant, plan and execute the annual FLA Independent External Monitoring/Assessment (IEM/A) and Verification program for applicable Companies, ensuring that it is carried out in a timely manner and in accordance with FLA policy.</li> <li>2. Oversee the FLA monitor accreditation process, including the identification of new monitors in countries where there is need, training monitors on FLA principles of monitoring, preparation of monitor accreditation documents, and development of a monitor evaluation and re-accreditation process. As required, develop improved methodologies for monitors and assessors to follow.</li> <li>3. Work with Companies to assist them in fulfilling their FLA obligations under the Charter, 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 regularly to evaluate progress of their compliance programs, and 4) participating in the Third Party Complaint (3PC) process. Also, recommend improvements to the FLA brand accountability process and public reporting.</li> </ol>

	<p>4. Provide input to the ongoing development of the FLA monitoring program, based on experience and knowledge gained in the field and in carrying out FLA responsibilities. This includes input into the overall program strategy, drafting of policies and guidance material, and the development of capacity-building programs for small companies and monitors. The Core Program Manager will be asked to present updates at internal meetings with FLA constituents and may be asked to represent the FLA at conferences and at other public forums.</p>
<b>Required Skills</b>	<p>Superior organization skills, systems-oriented and with a good eye for detail. Able to manage, analyze and synthesize large datasets. Candidate should be energetic and creative and able to develop innovative improvements to the FLA independent external monitoring and company evaluation program. Very strong ability to communicate with others on a team and to coordinate, organize and implement plans of action that achieve specific objectives in a timely manner. Excellent oral and written communication skills; foreign language ability a plus; strong work ethic and commitment to issues of labor rights; demonstrated knowledge of the supply chain.</p>
<b>Required Knowledge and Experience</b>	<p>Successful candidates will have the following qualifications:</p> <ul style="list-style-type: none"> <li>• Broad knowledge of the labor rights field</li> <li>• Ability to research and develop an understanding of new and diverse industries and labor environments in the global context.</li> <li>• Three to five years experience (or equivalent) in the labor standards compliance field, including direct work with suppliers in terms of monitoring and remediation, sourcing, or production. International experience is preferable.</li> <li>• Experience in jobs that involve planning and delivering products, analyses, assessments, metrics and evaluations.</li> <li>• Experience in overseeing a global program that involves tracking of multiple components, scheduling and implementing workflows.</li> <li>• Demonstrated ability to produce accurate and timely reports, as well as manage large sets of data.</li> </ul>
<b>Other Considerations</b>	<p>The position is based in Washington. Domestic and international travel and the flexibility to work across different time zones are required.</p>