



## FAIR LABOR ASSOCIATION™

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

FLA seeks a **Licensee Coordinator** to implement a plan to incorporate several hundred small collegiate licensees into the FLA program for compliance with international labor standards and to strengthen the licensees' capacity to implement standards on a self-sufficient basis. The position is part of the Code Implementation and Monitoring Group and reports to the Director of the group.

### **Primary Responsibilities**

- Plan, design, and administer training modules for licensees to assist them in meeting the obligations of the FLA program.
- Inform licensees of their FLA obligations, and guide them through the application process.
- Work with licensees to ensure that they meet their ongoing FLA obligations, including code implementation, reporting, annual evaluations, and periodic assessments.
- Maintain a thorough understanding of the manufacturing process and sourcing structures of the licensees, as well as their licensing relationships with universities.
- Ensure that licensees' factory database information is processed and updated accurately and expeditiously.
- Assist the Code Implementation Group in scheduling, carrying out, and reporting on independent external monitoring events in licensee factories. Assist in remediation efforts when appropriate.
- As appropriate, participate in the Third Party Complaint process to address serious allegations of noncompliance in licensee factories.

### **Requirements**

- Broad knowledge of the labor rights field.
- At least three years in labor standards and/or compliance. Experience working directly with suppliers in terms of monitoring and remediation or sourcing highly desirable.
- Demonstrated ability to plan and deliver products such as reports, analyses, and evaluations.
- Demonstrated ability to manage and analyze large sets of data.
- Ability to train and coach inexperienced companies in capacity building and compliance labor standards.
- Excellent written and oral communication skills. Foreign language ability preferred.

### **Notes**

The position is based in Washington, DC. Moderate domestic and international travel is 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. To apply, please send your resume and cover letter to [employment@fairlabor.org](mailto:employment@fairlabor.org) before September 30, 2006.