

<b>Employee</b>	To be hired
<b>Position Name</b>	Licensee Coordinator
<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>	April 17, 2006
<b>Overview</b>	
	The Licensee Coordinator's primary responsibility is to implement a program to progressively incorporate Category C licensees is carried out in compliance with FLA policy and support other CIMP staff to ensure that all University Licensees in general are successfully integrated into the FLA program.
<b>Primary Duties</b>	
	<p>1. Under the direction of the Director of Code Implementation and Monitoring, ensure, either directly or through other FLA staff, that University Licensees implement the FLA program in accordance with its policies. Particular emphasis will be on establishing a program for the Category C Licensees, but support for all University Licensees in terms of application processing, capacity building and due diligence may be required.</p> <ul style="list-style-type: none"> <li>a. Based on the plan for Category C Licensees approved at the March 5, 2006 UAC meeting, and subsequent versions of the plan, design and administer training modules for Category C's to assist them in meeting the obligations of the FLA program.</li> <li>b. Inform licensees of their FLA obligations, and guide them through the appropriate application process. Work with the University Liaison and Program Support Staff to maintain and regularly update the progress of applications in the access database.</li> <li>c. Ensure that licensees meet FLA requirements with respect to Code Implementation and Monitoring Plans, when applicable.</li> <li>d. Work with licensees to ensure that they meet their ongoing obligations in FLA, including code implementation, reporting, annual evaluations and periodic assessments.</li> <li>e. Working with others in the CIMP group, prepare annual evaluations of applicable licensee companies; assist in the preparation of the Annual Public Report with respect to licensees.</li> <li>f. Maintain a thorough understanding of the manufacturing processes and sourcing structures of the licensees, as well as their licensing relationships with universities.</li> </ul>

	<p style="text-align: center;">g. Ensure that timely updates about the progress of the program are provided to universities and other stakeholders.</p> <p>2. Assist in the implementation of the Independent External Monitoring program as it applies to licensees in a timely manner, in accordance with FLA policy.</p> <p style="padding-left: 40px;">a. Work with the University Liaison and the Program Support Assistant to ensure that licensee factory lists are processed and updated accurately and expeditiously.</p> <p style="padding-left: 40px;">b. Work with the CIMP group to ensure that licensee inputs essential for the IEM process are received in a timely manner and are properly checked for quality prior to entering into the database.</p> <p style="padding-left: 40px;">c. Assist the CIMP group in ensuring that IEM's for licensees are scheduled and fully carried out in a timely manner and in accordance with FLA policy.</p> <p style="padding-left: 40px;">d. Assist with the preparation of Tracking Charts, or other forms of reporting, for licensees.</p> <p style="padding-left: 40px;">e. Ensure remediation in licensee factories is in accordance with FLA policy. Work with licensees to prioritize remediation according to risk and to identify appropriate and sustainable remediation responses to non-compliances cited.</p> <p>3. As required, participate in the Third Party Complaint (3PC) process as it applies to licensees to ensure the 3PCs are evaluated and resolved in a timely manner in accordance with FLA policy.</p> <p style="padding-left: 40px;">a. Assist in the movement of each complaint involving a licensee through the Step process outlined in the Third Party Complaint policy. Work with the Director of Code Implementation and Monitoring to advise the Executive Director in developing recommendations for FLA action.</p> <p style="padding-left: 40px;">b. Assist in the IEM process as related to 3PCs in which licensees are involved, and in ensuring that Tracking Charts and Summary Reports are completed in a timely manner.</p> <p>4. Participate in the overall FLA process to develop methods of improving working conditions in factories, particularly with respect to factories supplying licensees.</p>
<b>Required Skills</b>	
	Strong analytic and organizational skills. Very strong communication—both written and verbal—abilities. General knowledge of Microsoft Office required. Foreign language ability a plus.

<b>Required Knowledge and Experience</b>	
	<p>Success candidates will have the following qualifications:</p> <ul style="list-style-type: none"><li>• Broad knowledge of the labor rights field.</li><li>• At least three years experience in labor standards and/or compliance. Experience working directly with suppliers in terms of monitoring and remediation or sourcing highly desirable.</li><li>• Demonstrated ability to plan and deliver products such as reports, analyses, assessments, and evaluations.</li><li>• Demonstrated ability to manage and analyze large sets of data.</li><li>• Ability to coach and train inexperienced companies in capacity building.</li></ul>
<b>Other Considerations</b>	
	<p>The position will be based in Washington. Moderate domestic and international travel is required.</p>