



ACCOUNTABILITY ASSOCIATE

ABOUT THE FLA:

The Fair Labor Association (FLA) combines the efforts of industry, civil society organizations, and colleges and universities to protect workers' rights and improve working conditions worldwide by promoting adherence to international labor standards. The FLA is headquartered in Washington, D.C., and has offices in Geneva, Switzerland and Shanghai, China. For more information see <http://www.fairlabor.org>.

POSITION DESCRIPTION:

FLA has a growing need for talented staff dedicated to the evaluation and accreditation of business affiliates based on company- and workplace-level due diligence activities conducted by the FLA. The incumbent of the position should be an excellent communicator, demonstrate initiative, thrive under pressure and collaborate with an international team. The Accountability Associate's responsibilities will be split between the Business Accountability team (50%) and the Workplace Accountability team (50%).

PRIMARY DUTIES AND RESPONSIBILITIES:

The Accountability Associate will be responsible for supporting the ongoing evaluations of business affiliates in the Business Accountability Program and contribute to the review and analysis of the public reports generated by the independent workplace assessments overseen by the Workplace Accountability Program. The primary duties and responsibilities will include:

- Contribute to the FLA's evaluation of affiliated companies' labor compliance programs, consistent with the FLA Charter, Principles, Code of Conduct and Benchmarks and adopted policies and procedures:
 - Schedule and track the Business Accountability Program's operational steps such as company headquarter visits, field observations, report submissions, material development, etc.
 - Review, analyze, and respond to company compliance data such as self-assessment results, documentation, field observation reports, company participation in the Independent External Assessment (IEA) Program, etc.
 - Conduct quality review of IEA Program reports and contribute to timely and efficient workflows of such quality reviews.
 - Assist with the review and publication of remediation plans and updates for IEAs.
 - Support Accreditation Leads with headquarter-level assessments, field observations, and desktop verification of affiliate efforts.
 - Contribute to comprehensive written reports to affiliates, senior staff and the FLA Board.
- Contribute to the development of new tools, policies and procedures to enhance the work of the Accountability Program.
- Travel may be required up to 10% of the time.

QUALIFICATIONS:

- Strong commitment to the mission of the FLA to protect workers' rights and conduct due diligence on affiliated businesses and their respective supply chains
- Bachelor's degree in business, law, sociology, industrial relations, or other relevant field, or the equivalent in experience
- Three to five years of professional experience in a relevant field, such as business, supply chain management, sourcing, production, corporate social responsibility, law, human rights, social research, or industrial relations will be an advantage
- Superior communication skills, both oral and written; proven ability to deal with confidential and sensitive matters; diplomacy; negotiation skills; poise; sound judgment
- Fluency in English; a second language (Mandarin, Spanish, Vietnamese, etc.) a plus
- Strong organizational skills; detail-oriented
- Strong analytical skills
- Strong quantitative skills
- Strong editing and copy-editing skills
- Demonstrated initiative and reliability; ability to work independently with minimal supervision, as well as within a team
- Proficient in Microsoft Office Suite; experience with iOS preferred

TO APPLY:

Send cover letter, resume and salary history to resumes@fairlabor.org. Include "Accountability Associate" in the Subject line. Include your availability in your cover letter.

This position is based in Washington, D.C.

Fair Labor Association
1111 19th Street, NW, Suite 401
Washington, DC 20036
202.898.1000 (tel)
202.898.9050 (fax)