



## 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 will contribute to FLA's due diligence on affiliated businesses and their respective supply chains.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

The Accountability Associate will be responsible for supporting the ongoing evaluations of business affiliates and contribute to the review and analysis of the public reports generated by the factory assessments conducted by the FLA. 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 Accreditation operations 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 FLA's factory monitoring program, etc.
- Conduct quality review of factory assessment reports and contribute to timely and efficient workflows of such quality reviews.
- Assist with the review and publication of remediation plans and updates for factory assessments.
- Support Accreditation Leads with headquarter-level assessments, field observations, desktop verification of affiliate efforts, and synthesize status and results from affiliate's factory assessments.
- 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 Accountability programs.
- Travel may be required up to 10% of the time.

**QUALIFICATIONS:**

- Strong commitment to the mission of the FLA to protect workers' rights
- 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, Thai, Vietnamese, etc.) a plus
- Strong organizational skills; detail-oriented
- Strong analytical skills
- Strong editing and copy-editing skills
- Strong multi-tasking skills and ability to synthesize information
- Demonstrated initiative and reliability; ability to work independently with minimal supervision as well as within a team
- Proficiency in Microsoft Office Suite; experience with iOS preferred

**TO APPLY:**

Apply online at [Careers at FLA](#)

This position is based in Washington, D.C.

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