

COTTON PROGRAM MANAGER

Responsible Sourcing Network, a project of As You Sow

JOB DESCRIPTION:

This position will manage the Responsible Sourcing Network's Cotton Program. The Program Manager will be responsible for the coordination, management, and administration of the program, whose goal is to eradicate slave labor from global cotton value chains. This is achieved by leading and organizing engagement with corporations to promote responsible practices throughout their own extended value chains, using their economic influence to encourage the enforcement of labor and human rights laws, and engaging international institutions to play a key role. Additional focus will be on other pressure points, such as government entities, cotton exchanges and traders, multi-stakeholder initiatives, etc. as needed. The initial area of focus is on addressing forced child labor in the cotton sector of Uzbekistan. This work is done in collaboration and close interaction with socially responsible investment groups, human rights organizations and the business community. The position reports into the Director of the Responsible Sourcing Network.

RESPONSIBILITIES:

1. Coordinate the multi-stakeholder network in the US (consisting of apparel brands/retailers, NGOs, investors, industry associations, trade unions and others) seeking to end forced child labor in Uzbekistan's cotton sector
 - a. Organize weekly/monthly/quarterly conference calls for the entire network, and for particular stakeholder groups
 - b. Organize webinars, in-person meetings, conferences and workshops on an as-needed basis
 - c. Compile and distribute information relevant to Uzbek cotton to appropriate stakeholders
 - d. Track company and investor actions relevant to the Uzbek cotton issue, monitor specific indicators/benchmarks pertaining to growth and activities of the network
 - e. Coordinate US efforts with counterparts in Europe and elsewhere
2. Conduct outreach to and manage dialogue with apparel brands and retailers, investors, industry associations, and other entities throughout the cotton value chain
 - a. Work with apparel brands and retailers on addressing Uzbek cotton in their value chains
 - b. Work with socially responsible and faith-based investors to ensure private sector stakeholders are actively participating in the multi-stakeholder network
 - c. Identify entities that are not yet or minimally participating with the Uzbek cotton network, and proactively foster their participation, including outreach to fabric mills, yarn spinners, cotton traders, and other entities in the cotton value chain
3. Draft, collect, and organize research and information relevant to the multi-stakeholder cotton network
 - a. Draft and regularly update RSN's *Company Workbook* on Uzbek cotton
 - b. Conduct research and draft reports/white papers relevant to the goals of RSN and the multi-stakeholder network
 - c. Organize research in key industry areas to support ongoing dialogues with major corporations, industry associations, government agencies, and trade press
 - d. Identify new engagement/advocacy opportunities for RSN, and develop strategic plans for execution of these opportunities based on thorough research

4. Identify media opportunities and manage traditional media and social media efforts relevant to the Cotton Program
 - a. Identify publication opportunities and solicit media exposure on the Uzbek cotton issue and responsible sourcing practices relevant to cotton value chains
 - b. Organize and update the coalition website, RSN website, and RSN's social media platforms (Facebook, twitter, Just Means)
 - c. Prepare educational and marketing materials, fact sheets and press releases

5. Additional Responsibilities
 - a. Identify and cultivate speaking opportunities and industry outreach for RSN staff at international conferences and trade shows
 - b. Represent the Responsible Sourcing Network at cotton-related meetings, trade shows, conferences and other events as appropriate
 - c. Act as the point-person for cotton-related multi-stakeholder initiatives such as the Better Cotton Initiative
 - d. Co-manage fund-raising efforts with the Director by identifying funding opportunities, writing grant proposals, grant reports, and tracking deliverables

MINIMUM REQUIREMENTS:

- Master's degree in international affairs, international development, public policy, business administration – or a bachelor's degree with direct experience coordinating an international, multi-stakeholder human rights campaign
- 3-4 years of post-baccalaureate experience relevant to this job description
- Working knowledge of global value chains, particularly in the apparel/home furnishings industry
- Familiarity with social and environmental challenges facing the cotton industry, particularly in Uzbekistan and other Central Asian countries

ADDITIONAL REQUIREMENTS:

- Experience managing human rights and environmental dialogues with Fortune 500 companies
- Knowledge of and experience creating content for social media platforms, including Facebook, twitter, Just Means, and others
- Proficiency in all MS Office programs, particularly Excel, Word, PowerPoint
- Strong writing skills and significant writing experience
- Passion for making a difference and contributing to ethical and sustainable value chains

TO APPLY:

- Send a CV and Cover Letter to jobs@sourcingnetwork.org