

# Assurance Training Specialist

## About Us

Textile Exchange is a global non-profit driving positive impact on climate change across the fashion and textile industry. It guides a growing community of brands, manufacturers, and farmers towards more purposeful production from the very start of the supply chain.

By 2030, its goal is to guide the industry to achieve a 45% reduction in greenhouse gas emissions within fiber and raw material production. Its focus is holistic and interconnected, accelerating the adoption of practices that improve the state of our water, soil health, and biodiversity too.

For real change to happen, everyone needs a clear path to positive impact. That's why Textile Exchange believes that approachable, step-by-step instruction paired with collective action can change the system to make preferred materials and fibers an accessible default, mobilizing leaders through attainable strategies, proven solutions, and a driven community.

At Textile Exchange, materials matter. To learn more, visit [TextileExchange.org](https://TextileExchange.org).

## Working at Textile Exchange

We work remotely with a team located in 20+ countries. We are a diverse group committed to harnessing the strengths of the global textile industry to accelerate change toward climate and other key environmental goals. We work collaboratively on important environmental issues around the world by working and interacting with farming groups, processors, brands, retailers, and environmental experts in the textile and fashion industries around the world. We offer an opportunity to join a cutting-edge global environmental nonprofit and to help strengthen the impact of our organization. Each Textile Exchange employee is offered a competitive compensation package with paid time off, yearly bonus, opportunities for continuing education, and more.

## Job Summary

The Assurance Training Specialist supports the Assurance team to implement and maintain the [quality assurance and credibility](#) of the Textile Exchange Standards through assurance provider training and calibration.

## Duties and Responsibilities

### **Assurance Provider Training and Engagement – 50%**

- Primary contact for assurance providers regarding training and learning.
- Ensures dissemination of guidance and updates to the relevant assurance provider staff.
- Creates and updates training materials.
- Schedules and hosts webinar and/or in-person trainings.
- Tracks and records assurance provider training progress, completion, and status within Textile Exchange internal systems (e.g. Salesforce)

### **Assurance Systems – 25%**

- Responsible for Learning Management System (LMS) implementation (e.g. coordinating module completion with content leads, ensuring assurance providers are using the system).
- Responsible for auditor registration record maintenance.

- Maintains the case management FAQ library or other tools to enable better CB access to answers.

### **General Support – 25%**

- Provides guidance and answers questions for all standards to all stakeholders in support of the standards and assurance team.
- Supports Textile Exchange team with training programs and materials for staff.
- Represents Textile Exchange and its Standards at events.

## Minimum Experience and Qualifications

- Experience and knowledge of chain of custody models and principles.
- Experience with sustainability standards systems.
- Ability to work independently and collaborate effectively with the Textile Exchange remote team and key external stakeholders.
- Self-motivated as they will be working remotely.
- Ability to lead and manage global projects.
- Excellent interpersonal skills, along with the ability to lead a team in a collaborative manner.
- Experience working with international, multi-cultural communities.
- A strong track record in achieving sustainable goals and objectives.
  
- At least a College degree (B.A. or B.S. or equivalent).
- At least five years' experience auditing and/or certifying against an ISO 17065-based standard(s).
- Experience with certification and audit personnel training.
- Excellent written and verbal communication skills in English.
- Experience working with people from diverse backgrounds, perspectives, and cultures.
- Proficiency with Microsoft Office Suite.
- Must be able to work remotely/from home.
- Must be flexible to communicate with multiple time zones outside of standard working hours.
- Must be able to travel internationally up to 25% of the year.

## Preferred Experience and Qualifications

- Experience auditing to or training on Textile Exchange standards.
- Demonstrated experience working with remote teams.
- At least two years' experience managing, assessing, and training certification and auditing staff. Experience with ISEAL member standards is a plus.
- At least five combined years of experience working in sustainability and/or apparel sectors.
- A minimum of a B.A. or B.S. or equivalent, preference for a degree related to supply chain management or technical textile field.
- Multi-lingual

## Employment Package

- Full Time Position, 40 Hours a Week
- Location: Virtual/Remote
- Salary Range: \$40,000-\$55,000 Dependent on experience
- Start Date: As Soon as Available

## How to Apply

Please submit to [Recruitmentoffice@TextileExchange.org](mailto:Recruitmentoffice@TextileExchange.org) with the subject “Assurance, Training Specialist.”

- Resume
- Cover Letter
- Salary Expectations

Applications will be considered on a rolling basis as they are submitted. Early application submission is strongly encouraged.

*Textile Exchange is committed to creating a diverse environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*