Assurance and Operations, Assistant

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.

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 Assistant to the Assurance and Operations, Sr. Director will help support and organize daily activities such as planning, writing, meetings schedule, and other general administrative support.

The ideal candidate is curious, self-motivated, and helpful. Success in the role will depend on attention to detail, a high degree of organization, resourcefulness, and professionalism. Strong written and verbal communication skills in English is a must.

Like all roles at Textile Exchange, this role is primarily home-based, though there is a preference for candidates based in or around Arlington, Texas. Working hours are U.S. central time zone.
Duties and Responsibilities

1) Organize daily meeting schedule & record-keeping
   - Arrange and manage the Sr Director’s calendar of meetings, travel, and focused work time.
   - Schedule and prepare briefings and agendas for internal and external meetings.
   - Record and disseminate notes and follow-up actions for all meetings.
   - Maintain a working knowledge of priorities and send reminders on key deadlines and action items continuously.

2) Support management of inquiries and email
   - Regularly support in filtering and prioritize email inbox and case management system.
   - Support in additional communication and correspondence as needed.
   - Responding to external requests where possible.

3) Document Support
   - Support the Sr Director in the creation, reviewing, and editing of documents, powerpoints, excel sheets, and other media using (Microsoft Office) as needed.
   - Support the Sr Director with ad-hoc research on topics or issues.
   - File management in virtual environment.

Minimum Experience and Qualifications

- Proven experience as an Assistant or top-level secretary and preferably experience working in a global organization.
- Excellent computer skills including advanced proficiency in Microsoft Excel, PowerPoint, & Word and the ability to quickly learn new systems.
- A driven individual with a strong work ethic and high degree of autonomy. Self-starting and proactive.
- Highly attentive to detail with strong organizational and planning skills.
- Able to hit the ground running – you will need to have experience of working in a fast-paced and demanding environment.
- Motivated, energetic, determined, and with strong interpersonal skills.
- Highly literate, with excellent written and grammatical skills in English.
- Able to produce a high standard of work across all forms of media.
- Honest, professional, responsible, discreet, and able to act with the utmost confidence at all times.

Preferred Experience and Qualifications

- Experience with Salesforce.
- Experience with Microsoft 365 products and environment on a Windows-based PC.
- Knowledge of or experience with voluntary sustainability standards, sustainability, or auditing.
- Previous experience working in international context.

Employment Package

- Full Time Position, 40 Hours a Week
- Location: Virtual/Remote, preferred to be based in or around Arlington, Texas.
- Salary Range: Dependent on experience
- Start Date: As Soon as Available
How to Apply

Please submit to Recruitmentoffice@TextileExchange.org with the subject “Assurance and Operations, Assistant.”

- 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.