Human Resources, Coordinator

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

We are looking for an efficient Human Resources (HR) Coordinator to undertake a variety of HR administrative duties and to actively support on internal HR communications. You will facilitate daily HR functions like keeping track of HR handbooks and policies and supporting the HR team with HR communications. Your role, also, involves performing tasks with a focus to grow our organization’s structure and improve our compliance and engagement.

The ideal candidate will have a broad knowledge of Human Resources as well as general administrative responsibilities. They will have a positive attitude be approachable and helpful. Coordinator will be able to work autonomously and efficiently to ensure the end-to-end running of HR projects and operations. To succeed in this role, you should be familiar using HR software and tools.

Ultimately, you should be able to contribute to the attainment of specific goals and results of the HR department and the organization.
Duties and Responsibilities

- Stay current on governmental requirements and laws in the United States and aid the HR and Internal, Senior Manager with current global requirements and updates.
- Upkeep organizational HR policies, procedures, and processes.
- Draft and release monthly HR updates and keep Team members informed through various systems any updates from HR team, for example, Yammer.
- Interact professionally and communicate well with all internal Team members who are require help with HR functions.
- Maintain and continually research Global HR issues including changes in labor relations, employee engagement, etc.
- Coordinate employee and HR communications with Internal Communications Coordinator.
- Help HR and Internal Systems Senior Manager create and upkeep training and development programs for employees.
- Assess where training is most needed.
- Provide administrative support to the HR department
- Other HR tasks as assigned

Minimum Experience and Qualifications

- Experience as an HR coordinator or HR related field, 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.
- Experience or Degree In HR or related field a plus

Employment Package

- Full Time Position, 40 Hours a Week
- Location: Virtual/Remote, US based preferred
Salary Range: $40,000-$42,500 dependent on experience
Start Date: As Soon as Available

How to Apply

Please submit to Recruitmentoffice@TextileExchange.org with the subject “HR, Coordinator.”

- Resume
- Cover Letter

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.