Standards Engagement, 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

The Standards Engagement Coordinator will help support Textile Exchange standards users and prospective users through multi-platform engagement, tool and resource development, and stakeholder management systems. The coordinator will support the work of the Standards Engagement team across all standards.

The ideal candidate is detail-oriented, self-motivated, and customer-service minded. 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, the role will be primarily home-based, although preference will be given to those based in North America or who have the ability to work in a North American time zone. Textile Exchange is US-based, remote-working organization with a global team.
Duties and Responsibilities

1) Standards Industry Engagement Support
   • The primary function of the Standards Engagement Coordinator is to service the needs of standards users and prospective users by engaging with and responding to inquires via multiple platforms.
   • Scheduling and supporting 1:1 member meetings

2) Standards Engagement Tool, Resource, and Content Support
   • Support in the development and coordination of tools, resources, content, website, and engagement events related to the following standards users:
     o Brands
     o Retailers
     o Producers
     o Supply chain members
   • Liaise with internal teams to schedule standards events and coordinate with content leads to gather relevant information.

3) Standards Working Knowledge
   • Attend Standards and Integrity Team meetings and webinar sessions to maintain working knowledge of standards, updates, and assurance system.
   • Liaise with Standards and Assurance team to gather content expertise and inform stakeholder engagement.

4) Standards Stakeholder Management Systems
   • Help maintain standards stakeholder management, in alignment with our current CRM and other Textile Exchange team's best practice.
   • Ensure alignment with backend tools for integration across all engagement touchpoints.

Minimum Experience and Qualifications

• Detail-oriented, logical, curious learner, and highly organized.
• People person, strong customer service mindset. Ability to communicate and collaborate respectfully and effectively with non-native English speakers and help service stakeholders at various parts of their sustainability journey.
• Strong English verbal and written communication skills. Ability to synthesize and present complex information in a simple, meaningful way.
• One to two years of experience working in a stakeholder engagement, customer-facing, or sustainability capacity.
• Demonstrated interest in Textile Exchange's vision, mission, and goals.
• Ability to work in a flexible, yet fast-paced remote environment, able to meet deadlines and share progress regularly. Comfort with ambiguity, pivoting, and working towards a big-picture mindset.
• Strong work ethic and self-motivation with ability to work remotely effectively.
• Dedicated team player.
• Occasional travel, if needed.

Preferred Experience and Qualifications

• Based in North America or ability to work in North American time zone.
• Familiarity with MS Office Tools (Excel, Sharepoint, Word, Teams), Salesforce, and Zoom.
• Strong second language (Chinese, German, French, Spanish preferred).
• One to two years of supply chain experience.
• Ability to find patterns and trends when speaking with stakeholders and synthesize into helpful tools, guidance, and resources (emails, webinars, learning modules, Salesforce)

Employment Package

• Reports to: Standards Engagement, Manager
• Full Time Position, 40 Hours a Week
• Location: Virtual/Remote
• Salary Range: $35,000 - $45,000
• Start Date: As Soon as Available

How to Apply

Please submit to Recruitment@TextileExchange.org with the subject “Standards Engagement, 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.