Program Officer / Data Analyst

Job advertisement

The Better Cotton Initiative seeks a qualified individual to serve as part-time (20-30 hours per week with potential for full-time) Program Officer to maintain and lead the data management of the US country program, support the assurance activities of the US country program, and support partnership program in select countries.

Starting date: March 2020
Salary: $4300-$4600 USD per month pro rata (50% Part time role)
Contract Type/Location: Consultancy Contract to potentially be transitioned to employee in 2020. Home-based (preferably based in Raleigh, NC or another Cotton Belt location).
Application Closing date: 28th January 2020
Reporting to: US Operations Manager

Background

Cotton is one of the most important and widely grown crops in the world, and the US plays a key role in terms of production volumes, innovation within the industry, and the ability to strongly influence other cotton producers.

The Better Cotton Initiative is a global, non-profit membership association headquartered in Geneva, Switzerland, with satellite offices in London, New Delhi, Shanghai, and Lahore, and additional contract personnel in Turkey, Mozambique, and the United States. Together they comprise the BCI Secretariat, which oversees the global implementation of the Better Cotton Standard System.

BCI's US program launched in 2014, and BCI currently works with over 300 licensed US farmers, who together grow about 5% of the country's cotton production.

BCI operates a unique model in the US, in which farmers are organized into groups based on region. These groups are managed by a network of Implementing Partners and Local Partners, who are responsible for coordinating BCI activities, supporting farmers through training and capacity building, and ensuring all farmers comply with minimum requirements in BCI's Standard such that their cotton can be licensed and sold as Better Cotton.

BCI's specific aims

> Reduce the environmental impact of cotton production;

> Improve livelihoods and economic development in cotton producing areas;

> Improve commitment to and flow of Better Cotton throughout the supply chain;

> Ensure the credibility and sustainability of the Better Cotton Initiative

Position Description

The main focus of this role will be to support the implementation of the Better Cotton program in the United States with a focus on streamlining and managing data systems. The Program Officer / Data Analyst will manage data systems and support capacity building and assurance activities.

Once filled, this position will complete a team of four staff implementing the US program.

This role will involve some travel to the field to verify sustainable practices and collaborate with farmers to identify improvement opportunities.

Responsibilities

Monitoring and Evaluation

The Program Officer / Data Analyst will be a primary US contact for data entry and management, providing support to BCI global teams and US Local Partners. They will ensure that country-level BCI data and analyses contribute to farmer learning and that data is available to support results and impact claims. The Program Analyst/Data Officer will:

> Ensure that BCI's farmer contact database is maintained and up-to-date, in collaboration with other users of the system

> Support the timely, accurate collection of data from Local Partners, Implementing Partners, and individual farms to ensure BCI requirements and deadlines are met

> Contribute to improving the quality of farm results data via data entry, data organization, and data analysis

> Conduct data analysis and prepare the results into infographic reports to facilitate and inform continuous improvement among participating farmers and producer groups

Assurance (farm-level verification)

The Program Officer / Data Analyst will support the operation of the Better Cotton Assurance program in the following ways:

> Support Local Partners and Implementing Partners and 3rd-party verifiers to carry out their verification functions

> Schedule and carry out 2nd-party checks on a sample of US farms to verify compliance with the BCI Standard and identify improvement opportunities, if needed

> Review 2nd and 3rd-party verification reports for accuracy and completeness

Capacity building

> Support Local Partners' and Implementing Partners' and farmers' efforts to identify and implement improvements in sustainable farming practices

Partnership Coordination & Administration

> Work with partners to create and monitor annual plans for program implementation, assurance, and date reporting

> Liaise with relevant BCI team members for issues related to membership, assurance or monitoring and evaluation

Profile

Successful candidates for the Program Officer role will have the following attributes:

Experience
Essential
At least two years of experience managing project data and databases
At least two years of experience analyzing data
Experience building and maintaining data management tools
Successful member of multifunctional team
Interest in agriculture and farming and cotton and sustainability
Desirable
Experience in monitoring and evaluation
Agricultural, textile supply chain, and/or cotton supply chain experience/background

Skills, knowledge, credentials
Essential
Bachelor's degree or equivalent professional experience
Demonstrated interest in sustainability and agriculture and/or cotton
Excellent analytical and problem-solving skills, with a proactive approach to finding and proposing solutions to challenges within clearly defined boundaries and sometimes without a current boundary requiring structure building
Fluent in English, w/ demonstrated ability to communicate clearly, concisely and confidently
IT literacy, to include: Word, PowerPoint, intermediate/advanced Excel, one or more databases, online meeting platforms, ability to visualize data through charts, graphs or other visual methods
Self-motivated, highly organized and able to manage multiple competing priorities
Ability to undertake multi-day travel
Desirable
Academic training in agriculture, environmental science and/or sustainability
Prior experience with Tableau, PowerBI, Salesforce
Training in statistics – statistical analysis skills

Working arrangements

The contract is for a consultancy-based role estimated to require approximately 20-30 hours per week, initially home-based preferably in or around Raleigh, NC. BCI is currently unable to provide sponsorship for work permits, and candidates need to have a pre-existing right to work in the US. This consultancy contract will run through December 2020, with potential for year to year renewals after. This contract includes an initial 3-month trial period. As a contractor, the Program Officer / Data Analyst is responsible for all related payroll taxes and other costs.

The Program Officer / Data Analyst will be expected to attend some events in the evenings or on weekends, and some multi-day travel will be required.

Applications

Qualified candidates are asked to send a resume (two pages maximum) and a cover letter (two pages maximum), by email to: recruitment@bettercotton.org with subject: "Application Program Officer / Data Analyst, US" by January 28, 2020. We thank all applicants for their interest. Shortlisted candidates will be contacted.

The BCI is an equal opportunity organization and is committed to good practice and transparency in the management of natural, human and financial resources