

# Program Officer (US based)

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**Starting Date:** May 2022

**Contract type:** Full-time employee, health care and benefits included

**Salary:** \$45,000 - \$55,000 USD

**Location:** Remote, United States

**Application closing date:** Midnight EST April 10, 2022

## Background

Better Cotton is the world's largest cotton sustainability program. Our mission: to help cotton communities survive and thrive, while protecting and restoring the environment. In challenging times, we are meeting the challenge head on. Through our network of field-level partners we have trained over 2.5 million farmers - from the smallest to the largest - in 23 countries in more sustainable farming practices. A quarter of the world's cotton is now grown under the Better Cotton Standard. We have united the industry's stakeholders behind our efforts, from ginners and spinners to brand owners, civil society organizations and governments. Everyone who cares about cotton and its sustainable future can now be part of something better.

Better Cotton is now seeking a **Program Officer to join the US team of four remote employees**. This challenging role offers excellent opportunities for personal and professional development, together with a benefits package.

## About this role

The Program Officer will directly contribute to implementing the Better Cotton Standard System in the US in coordination with internal and external stakeholders. The Program Officer will facilitate and support licensing and assurance activities, chain of custody and data maintenance and monitoring, and other duties as assigned and interested. The US Program Officer works closely with the US Program Coordinator(s) and will directly report to the US Operations Manager.

## Responsibilities

### 1. Licensing and Assurance Activities

- Coordinate the implementation of the US assurance program (e.g., liaising with program partners and/or participating producers; supporting farm verifications, etc.)
- Maintain US Program seasonal assurance calendars, licensing process records, and provide status updates to the US Team.
- Identify areas for improvement in process management, verification tools, and/or stakeholder engagement as needed.
- Support management and analysis of US licensing program data during seasonal assurance and licensing activities to ensure timely internal reporting.

### 2. Chain of Custody Monitoring & Supply Chain Support

- Manage the US Team support mailbox and ensure smooth dispatching of queries to other team members.
- Respond to requests and other inquiries on the use of the Better Cotton Platform from US traders and partners.

- Coordinate with global Supply Chain team to manage BCP accounts of US traders and partners and develop and/or disseminate relevant trainings for US partners.
- Monitor US large farm transactions in a timely manner and reconcile issues or discrepancies upon request.
- Analyze US Better Cotton supply chain and uptake data and provide quarterly one-page reports to US Team for project planning and external communications.

### 3. Data & Systems Management

- Coordinate with global Standards & Assurance and Data & Traceability teams to support transition and maintain US program data in relevant systems (Salesforce, Cotton Cloud, SharePoint dashboards).
- Implement, and improve, best data management practices to assure data integrity and consistency in reporting.

### 4. Other potential opportunities, depending on interest, candidate qualifications

- Support US communications strategy (e.g., research on ongoing farm/sustainability initiatives, grower interviews, 'story' development)
- Coordinate with Better Cotton fundraising office for US-focused grants or potential funding opportunities for US program.

## Profile

The selected candidate will have the following skills, knowledge, and experience:

Skills, Knowledge, and Experience
<i>Essential</i>
• Demonstrated experience managing large data sets effectively
• Excellent attention to detail and organization skills
• Self-starter; capability of working independently, and anticipating and prioritizing tasks
• Proficiency in data management software, Salesforce, SharePoint, Microsoft Office suite
• Excellent written and oral communication skills; ability to work in multi-stakeholder landscape
• Ability to coordinate with cross-functional teams and support external stakeholders
• Proven track record as a solution-oriented thinker, with a drive to develop and implement creative solutions.
• Basic understanding of environmental/agricultural issues (and/or a desire to learn more)
<i>Desirable</i>
• Experience working remotely and collaborating with internationally based colleagues
• Experience with data modeling, analytics and data management software (e.g., Power BI).
• Experience or strong interest in sustainability and international development issues, including but not limited to sustainable agriculture worker's rights, gender, water stewardship, biodiversity, or farmer training programs
• Familiarity with cotton, agriculture, commodity supply chain, etc.
• Ability to research, analyze and critically evaluate data to provide brief summary reports

## Working arrangements

The position is full-time (40 hours per week) and will be based remotely in the United States, ideally in a cotton belt state, or on the west coast. Regular communications (calls, video conference, events, meetings) with the US team and international colleagues.

Travel will be required, up to 20%. Working with an international team, some early mornings or late evenings may be required, infrequently.

Health Insurance and other benefits included.

## Applications

Interested applicants with the required attributes are asked to send, in English, a detailed resume and a cover letter (2 pages maximum) to Better Cotton by applying via [this link](#).

**Application deadline:** April 10, 2022

We thank all applicants for their interest; however, only candidates short-listed for a telephone interview will be contacted. Better Cotton is an equal opportunity employer and is committed to good practice and transparency in the management of natural, human, and financial resources.

Better Cotton has a zero tolerance approach to any attitudes or behaviours that put children or adults at risk of harm. Safeguarding incidents are acts of serious misconduct and are grounds for disciplinary action, up to and including, dismissal and referral to relevant authorities for criminal prosecution.