



FAIR LABOR ASSOCIATION

This is a challenging and exciting opportunity to join an international team dedicated to improving working conditions in factories around the world. The Fair Labor Association (FLA) works with brand name companies, universities and civil society organizations to enforce labor standards and develop innovative strategies to end sweatshop abuses around the world.

The FLA Assessment, Capacity Building and Training Program is hiring a *Communications Senior Assistant* to assist in developing assessment and training tools, create off- and online information material and revise survey reports.

Primary Duties

- Review and edit all written material created in the Shanghai office, including reports, text for websites, survey tools etc..
- Create marketing material to present FLA Assessment & Survey tools, reports and online resources.
- Conceptualize Training Web-sites
- Reach out to members and non-members to increase usage of FLA assessment and survey tools and online resources

Required Skills

- English needs to be first language - excellent writing and editing skills
- Above average skills with Microsoft Office products (Word, Excel and Power Point)
- Creativity
- Express complex ideas in simple words

Required Knowledge and Experience

- Masters degree in Sociology, Law or related field
- Thorough understanding of labor issues, human rights issues and corporate social responsibility.
- Experience in marketing
- Experience with website layout and online training is a plus

The position is based in Shanghai. The FLA offers work permit and benefits package. To apply, send 1) your resume and 2) a cover letter to employment@fairlabor.org. You must submit a cover letter to be considered for the position.