

# VERITÉ

**Fair Labor. Worldwide.**

Verité is a growing, award-winning non-profit organization that illuminates and addresses serious human rights and labor rights violations in factories, farms and other workplaces around the world. We serve private sector and public-sector clients by building their internal understanding of the labor rights problems they face in their supply chains and operations, and their skills to solve those problems.

**Position title**      **Program Coordinator, Due Diligence**

The Program Coordinator will support Verité's work in social responsibility due diligence assessments and technology and data-driven programs.

**Location**              Amherst, MA

**Dated posted**        September 4, 2018

## **Tasks and specific responsibilities**

Coordinate the intake of data and materials submitted by clients

Perform analysis on mixed qualitative and quantitative reports and surveys submitted by clients, review analysis conducted by other analysts

Perform data validation, cleaning, and basic analysis using Microsoft Excel

Assist in preparation of client/donor-ready communications, including emails, and reports including copy-editing and application of the Verité style-guide;

Track the implementation of project workplans and proactively communicate with program staff to ensure timely project delivery;

Create and maintain project documentation;

Coordinate tasks assigned to interns, consultants, research teams, and regional staff;

Collect, clean, and analyze publicly available quantitative data relevant to labor and human rights and coordinate storage of that data

## **Qualifications for this position**

BA or equivalent experience in related field, e.g., economics, statistics, mathematics, political science, or international relations

At least 2 years of relevant professional experience

Meticulous attention to detail

Excellent organizational skills

Experience tracking complex project components

Self-driven and able to work both independently and as part of a team in a fast-paced environment

Extensive knowledge of MS Office package, with at least intermediate Excel skills

Familiarity with software for data processing (e.g., SPSS, Stata, R) and/or relational databases (e.g., PostgreSQL) preferred

## **Qualifications for all Verité positions**

Demonstrates strong personal commitment to Verité's mission or related social justice objectives in human rights, labor issues, international law, or corporate social responsibility

Demonstrates professional competency and/or personal experience thinking and working effectively across boundaries\*

Demonstrates sensitivity and competency engaging with the diverse marginalized populations impacted by Verité's mission

Fluent, clear and concise writing in English

Personal reliability and commitment to organizational success

**Salary range**

\$35,000 - \$40,000, depending on experience, education and skills

\*These include, but are not limited to: gender, race, religion, age, disability, gender identity, sexual orientation, marital status, pregnancy status, nationality, class, political opinion, union affiliation, or social or ethnic origin.

**To Apply:** Please email cover letter and CV detailing your relevant experience against the skills and qualifications above to: [verite@verite.org](mailto:verite@verite.org) with the subject line 'Program Coordinator, Due Diligence'. No telephone inquiries will be accepted for this position.