

# VERITÉ

Fair Labor. **Worldwide.**

## Visual Basics for Applications (VBA) Intern

### About Verité:

Verité is an Amherst-based nonprofit and award-winning pioneer in the social auditing, training, research, and consulting field. The organization has over 20 years of experience working with Fortune 500 corporations and their local suppliers through our global network of NGO partners. Verité works in over 70 countries to empower companies, factories, NGOs, governments, and workers to create sustainable workplace practices in the factories and communities where our consumer goods are made and the raw materials that go into them are sourced. For more information, please visit <https://www.verite.org>.

### Internship:

Verité interns work on a variety of research projects addressing forced labor, human trafficking, and human rights abuses worldwide. The Visual Basic for Applications (VBA) Intern will assist on several projects across departments in need of VBA programming including, but not limited to, the following departments: Research and Policy, Assessments, Consulting, Business Development, and Training. Interns will support our work with brands and our large-scale federally-funded research projects by conducting desk research on, and analyzing, supply chains, sectors, and commodities.

**Start date:** Negotiable; beginning or middle of Spring semester

**End date:** Negotiable; end of Spring semester or early Summer

Interns are expected to work 8-10 hours per week during the semester for at least 10-12 weeks. All internships are on-site; we do not accept interns working remotely.

Verité offers interns a modest stipend in the amount of \$250 for the duration of the session to offset any cost of living expenses. If your school also provides either funding or academic credits for intern work, Verité is happy to assist with the required paperwork. We also provide opportunities to interact with senior research staff, mentoring, networking assistance, and references upon successful completion of the internship.

### Skills, abilities, and competencies:

- Familiarity with organizing datasets
- Advanced skills in Microsoft Excel and/or Visual Basic for Applications (VBA)
- Ability to find, evaluate, analyze, and summarize a wide range of complex source materials
- Ability to meet deadlines, prioritize assigned tasks, and work independently, all with an attention to detail
- Previous knowledge of (or interest in/willingness to learn quickly) issues related to countries and regions of focus, relevant regulatory frameworks, human trafficking, and/or corporate responsibility efforts
- 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

\*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.

Verité is committed to a diverse work force and is an Equal Opportunity Employer that does not discriminate against any employee, intern, or applicant for employment or internship on the basis of race, ethnicity, national origin, age, sex, sexual orientation, gender identity or expression, class, religion, veteran status, ability, and any other federal, state, or locally protected classes.

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## How to Apply:

Please provide cover letter, resume, and an academic writing sample of 3-5 pages to [verite@verite.org](mailto:verite@verite.org). For multilingual applicants, please provide a writing sample in each language. Use subject line: "Verité VBA Internship – Spring 2019." Any questions can be directed to Yamila Irizarry-Gerould at [verite@verite.org](mailto:verite@verite.org).