

# 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**      **Grants Administration Associate for Research and Policy**

The Grants Administration Associate will primarily support Verité’s Research & Policy Department. This role will involve coordination of various aspects of grant implementation and the support of internal organizational systems, including a range of administrative responsibilities associated with fast-moving and dynamic implementation of programs across the globe.

**Location**              Amherst, MA

**Dated posted**        March 5, 2019

**Tasks and specific responsibilities**

- Maintain systems for tracking administrative components of large-scale grant-funded projects and act as a liaison between project staff and administrative teams;
- Coordinate the scheduling, human resource planning and work projections for research teams, consultants and interns;
- Assist project staff with developing, tracking, and maintaining project budgets;
- Coordinate, process, and track client, sub-grantee, and vendor contracts, invoices and payments;
- Support financial and expense data entry, tracking and cleaning across a variety of platforms;
- Support processing of expense reports;
- Coordinate travel and field security protocols, schedules and logistics for department staff including booking flights, hotels, event venues and arranging for visas or other travel documents;
- Onboard staff to department systems and protocols, provide on-going technical support to staff in implementing systems;
- Organize and maintain filing system and documentation for grant-funded projects;
- Support logistics and provide support for meetings and events including setting up conference calls, arranging for catering, printing and organizing materials, taking accurate notes, and conducting necessary follow-up;
- Coordinate preparation of progress and compliance reporting to funders, manage accurate and on-time submission via web portals;
- Assist in and coordinate the development and submission of grant proposals, scopes of work, contracts, and budgets, including conducting preliminary research on funding prospects, helping to track prospect pipelines and key submission deadlines, and compiling relevant information.

**Qualifications for this position**

- BA
- At least 2 years of relevant professional experience, including experience working in an administrative capacity;
- Familiarity with and interest in grants administration;
- Fluency in written and spoken English;
- Familiarity with budgeting and financial accounting processes;
- Excellent organizational skills;
- Meticulous attention to detail;
- Self-driven and able to work independently in a fast-paced environment;
- Extensive knowledge of MS Office package, with at least intermediate Excel skills. Familiarity with other project tracking software, ability to learn new systems quickly, and to provide ongoing support to program staff in software use;
- Availability to work in Verité Headquarters in Amherst, Massachusetts;
- Legal authorization to work in the U.S. for at least three years;
- Strong interest in Verité’s mission or related social justice objectives in human rights, labor issues, international law, or corporate social responsibility.

<b>Qualifications for all Verité positions</b>	Sensitivity and competency engaging with marginalized populations such as those impacted by Verité’s mission;
	Professional experience with thinking, communicating and working effectively across boundaries* and promoting inclusiveness and equity in complex multi-stakeholder contexts;
	Personal reliability and commitment to organizational success;
	Experience with handling sensitive and/or confidential information including written, electronic, and other formats;
	Fluent, clear and concise writing in English.
<b>Salary range</b>	\$35,000-\$42,000 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 resumé detailing your relevant experience against the skills and qualifications above to: [verite@verite.org](mailto:verite@verite.org) with the subject line ‘Grants Administration Associate for Research and Policy.’ No telephone inquiries will be accepted for this position.