

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 Assistant (Global Auditing & Assessments Department)
Location	Amherst, MA
Dated posted	July 2019
Tasks and specific responsibilities	
	Write and edit accurate, unbiased, comprehensive, and timely reports on labor practices drawing on field assessment teams as well as Verité legal and field research;
	Collect, clean, and triangulate data from field assessment teams for client deliverables;
	Receive and track client deliverables and ensure that they are delivered in a timely manner;
	Learn and apply client and global standards and labor laws governing audit and assessment reports;
	Assist Program Manager and Department Directors with development and implementation of systems to assess the labor rights risks on a sectoral and geographic basis;
	Assist in the development of templates and protocols for diverse written deliverables;
	Assist in drafting of audit assessment reports, guidance documents, and other development efforts as needed;
	Track implementation of project workplans and coordinate with the Program Manager to ensure timely and on-budget project delivery;
	Liaise between program and field staff as necessary.
Qualifications for this position	BA
	Excellent English-language writing, editing, and proofreading skills
	Ability to process, organize, and analyze large amounts of information accurately and quickly
	Meticulous attention to detail
	Comfort working both independently and on a fast-paced team with shifting priorities
	Orientation towards taking ownership of projects and deliverables
	Enjoy creative problem solving and iterative processes
	Extensive knowledge of MS Office package, with at least intermediate Excel skills
Preferred qualifications for this position	
	Experience in business writing and editing
	Experience living and working internationally
	Fluency or working ability in a world language, with a preference for French or Spanish

	Experience working across cultures and/or with diverse populations
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	\$32,000 - \$35,000, 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.

Verité is committed to a diverse work force and is an Equal Opportunity Employer that does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expressions, status as a veteran, and basis of disability or any other federal, state or local protected class.

To Apply: Please send the following materials to Laura Fontaine at lfontaine@verite.org with 'Program Assistant' in the subject line. No phone inquiries will be accepted for this position.

- One-page cover letter;
- One-page résumé; and
- Two writing samples:
 - A short (1-3 page) essay, issue brief, or marketing/development material; and
 - A longer research paper (10-15 pages; excerpted from a longer document is acceptable), ideally focused on an aspect of human rights, international development, or other global issue.
 - *Please note at top of documents whether submitted writing samples were edited by others.*