

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
Location	Amherst, MA
Date posted	
Tasks and specific responsibilities	Perform routine structured assignments of a clerical or administrative nature
	Assist with coordination of assessment requests from client companies (can include developing a project budget, direct communication and coordination with the client, individual consultants, and regional offices, managing local logistics, tracking deliverables, processing field expenses, and invoicing the client)
	Support delivery of online and in-person training programs (can include managing individual student account; direct communication with students, clients, and field teams; managing logistics; preparing training materials; completion of training reports; tracking completion of tests; processing certificates; data management; invoicing clients; and hard copy filing)
	Provide administrative support to fee-for-service engagements
	Data entry and quality control of online project management system
	Work closely with field offices in China, the Philippines, India, Bangladesh, Latin America, and Europe to track project management data, match implementation to budget, and ensure alignment in record-keeping
Qualifications for this position	Expertise with spreadsheets, budgets, and databases
	Strong organizational skills and meticulous attention to detail
	Excellent communication skills are essential, as is a collaborative orientation
	Advanced knowledge of MS Office software suite
	Superb English language writing and editing skills
	Associate's Degree or higher with at least two years of office experience
Qualifications for all Verité positions	Demonstrates strong personal commitment to Verité's mission or related social justice objectives
	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
	Gathers and analyzes information reliably and with consistently appropriate attribution
	Solicits and incorporates feedback towards continual improvement
	Maintains confidentiality in communications as appropriate
	Manages own time to successfully meet commitments
	Identifies problems and seeks support in a timely manner
	Recommends changes that would benefit team and organization
	Seeks out and contributes to opportunities for specific trainings and other professional development
	Works within approved budgets and accurately and consistently tracks expenses

Salary Range	\$35,000-\$39,000
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*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 email cover letter and CV detailing your relevant experience against the skills and qualifications above to: rgarciapons@verite.org with the subject line 'Program Assistant-Assessments.' No telephone inquiries will be accepted for this position.