

# 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 for Raw Materials Programs**

The Program Assistant will provide project administration and organization support to various projects in Verité’s Raw Materials Programs department, including fee-for-service and grant funded work.

**Location**              Amherst, MA

**Dated posted**

**Tasks and specific responsibilities**      Provide administrative support to fee-for-service engagements and donor funded programs

Data entry and quality control of online finance and project management systems

Work closely with field offices in Latin America, Asia, Europe, and Africa to track project management data, match implementation to budget, and ensure alignment in record-keeping

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

Process field expenses, generate invoices, and track spending against budgets

Assist in the development of new project proposals, scopes of work, and budgets

Translate scopes of work into concrete activities, deliverables, and workflows

Liaise between Verité program and administrative staff as necessary

Monitor and track email and phone communications and scheduling

Coordinate travel schedules and travel arrangements for senior staff

Plan and coordinate logistics for events and meetings, including some international events

Perform basic data and financial analysis using online platform or Microsoft Excel

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

Occasional pre-planned work outside regular hours to support coordination of special project activities

**Qualifications for this position**      Associate’s Degree or higher with at least two years of office experience

Expertise with spreadsheets, budgets, and databases

Strong organizational skills and meticulous attention to detail

Superb English language writing and editing skills

Facility with budget tracking or accounting systems

Experience tracking status of complex project activities

Demonstrated excellent judgement, ability to anticipate needs, identify challenges, and propose solutions

Ability to communicate and maintain professional relationships with international partners as well as high-level clients or donors in a non-profit or business environment

Experience working in a cross-cultural context

Ability to prioritize tasks and manage own time

Excellent communication skills are essential, as is a collaborative orientation

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

Capability in Spanish or another second language desired but not required

**Qualifications for all Verité positions**      Demonstrate strong interest in Verité’s mission or related social justice objectives in human rights, labor issues, international law, or corporate social responsibility

Demonstrate professional experience thinking, communicating, and working effectively across boundaries,\* and promoting inclusiveness and equity in complex multi-stakeholder contexts

	Demonstrate sensitivity and competency engaging with marginalized populations such as those impacted by Verité’s mission
	Fluent, clear and concise writing in English
	Personal reliability and commitment to organizational success
	Experience with handling sensitive and/or confidential information including written, electronic, and other formats
<b>Salary range</b>	\$35,000-\$39,000 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: [aisaza@verite.org](mailto:aisaza@verite.org) with the subject line ‘Program Coordinator for Raw Materials Programs.’ No telephone inquiries will be accepted for this position.