

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	Human Resources Assistant
Location	Amherst, MA
Dated posted	July 2021
Hours	This is a half-time position. Applicants are strongly encouraged to combine this position with one of the other part-time positions concurrently posted into a full-time position.

Tasks and specific responsibilities	Facilitates all stages of the hiring processes in collaboration with the position-specific hiring manager (drafting & posting job descriptions, organizing application materials, helping screen applicants, scheduling interviews, helping draft interview questions, communicating with applicants, etc.)
	Coordinates the annual organization-wide performance review process
	Supports internal trainings and tracks staff participation in required trainings
	Collaborates with DEI committee to implement HR practices that promote diversity, equity, and inclusion at Verité
	Supports orientation for new employees regarding HR practices & policies
	Updates & maintains HR records for all employees
	Responds to queries from staff on policies & benefits
	Assists finance team with payroll as needed
	Provides planning and logistical support for trainings, staff meetings, and other all-staff events
	Coordinates with international employers-of-record to ensure equitable and inclusive treatment of staff worldwide
	Participates in and provides support to expand Verité recruitment efforts
	Researches best practices and compliance issues related to human resources and benefits under the direction of the COO or CFO
	Completes other tasks as assigned by the Chief Operating Officer or Chief Financial Officer

Qualifications for this position	At least two years of office experience, with an HR focus preferred, but not required
	Proven commitment to promoting diversity, equity, and inclusion. Training in DEI-related issues and initiatives is preferred, but not required
	Demonstrated skill communicating with clarity and sensitivity in a wide range of contexts
	Expertise with spreadsheets, budgets, and databases
	Strong organizational skills and meticulous attention to detail
	Superb English language writing and editing skills
	Demonstrated ability to handle confidential information with respect and complete discretion
Ability to take on occasional work outside regular hours to support coordination of special project activities	

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

Salary range	\$38,000-\$45,000 (pro-rated to half-time at \$19,000 - \$22,500) depending on experience, education, and skills. This position will be benefited only if combined with a second half-time position.
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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: verite@verite.org with the subject line 'HR Assistant.'

To apply to combine this position with another part-time position, please reference both positions in the subject line of your email, and send only one cover letter and CV.

No telephone inquiries will be accepted for this position.