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.

<table>
<thead>
<tr>
<th>Position title</th>
<th>Human Resources Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>Amherst, MA</td>
</tr>
<tr>
<td>Dated posted</td>
<td>July 2021</td>
</tr>
<tr>
<td>Hours</td>
<td>This is a half-time position. <strong>Applicants are strongly encouraged to combine this position with one of the other part-time positions concurrently posted into a full-time position.</strong></td>
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</tbody>
</table>

**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

* Demonstrating strong commitment to promoting diversity, equity, and inclusion is a requirement for all Verité positions.
**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.

*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.