

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	Project Management 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	Work closely with project directors and other staff to develop and track project budgets and staffing plans using provided templates and management systems
	Ensure that project implementation and financial management adhere to organizational standards and protocols and monitor project progress against mileposts and targets
	Conduct data entry and provide quality control of online finance and project management systems
	Coordinate 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
	Create and maintain project documents such as contracts and non-disclosure agreements
	Monitor and track email and phone communications and scheduling
	Coordinate travel and field security protocols, schedules, and logistics for senior staff
	Plan and coordinate logistics for events and meetings, including some international events
	Perform basic data and financial analysis using online platforms and Microsoft Excel
	Coordinate tasks assigned to interns, consultants, research teams, and regional staff

Qualifications for this position	At least two years of relevant professional experience, including administrative and financial experience
	Expertise with spreadsheets, budgets, and databases
	Strong organizational skills and meticulous attention to detail
	Facility with budget tracking or accounting systems
	Experience tracking status of complex project activities
	Demonstrated excellent judgement, ability to anticipate needs, and identify challenges 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 French 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
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 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 ‘Program Administrator.’

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.