



Fair Labor. **Worldwide.**

Verité is a rapidly 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, public sector, and civil society clients by improving understanding of labor rights problems in global supply chains and companies, and build skills, knowledge, and resources to solve those problems.

Title	Director of Human Resources
Reports to	Chief Operating Officer
Location	Remote, with slight preference for northeastern U.S.
Posted	September 1, 2022

The Director of Human Resources will lead and advise on the overall strategy, administration, coordination and evaluation of the human resources functions at Verité. This includes implementation of an effective strategy to attract and retain top talent and to build Verité into an increasingly diverse, equitable, and inclusive organization.

The Director of Human Resources will work with the senior management team to develop and implement all policies and processes related to hiring, salaries, benefits, performance management, and professional development at Verité. They will ensure that employment practices are held to the highest standard of equity and transparency, while maintaining the organizational culture and legal compliance.

This is a senior position within the organization that requires extensive interaction with the senior management team and staff at all levels.

Tasks and specific responsibilities

	Oversee the process of hiring and onboarding new staff. Ensure that new staff are thoroughly integrated into the organization.
	Work with the COO to develop and implement standards and policies around international employment and consultancies.
	Maintain and update job classifications and salary bands as needed to reflect changes and growth in the organization.
	Work with the CFO to oversee administration of employee benefits.
	Manage Verité’s ongoing performance management processes and reviews.
	Provide coaching for supervisors on supervision skills and performance management.
	Work with the senior management team to keep the Employee Handbook updated.
	Supervise a part-time HR assistant and work closely with operations and finance staff.
	Collaborate with the senior management team to ensure that HR policies continue to reflect the values and culture of the organization as it grows.
	Ensure that HR policies meet all legal and ethical guidelines in all jurisdictions, and review and modify policies regularly. Stay abreast of changes in law and regulations in all jurisdictions.
	Work with the COO to solicit and incorporate regular feedback from staff regarding employment and

	benefit policies and practices.
	Actively support staff morale through regular events, activities, and recognition.
	Actively identify internal training needs and implement programs to address them.
	Actively identify the need for any changes in staffing, whether adding new positions, shifting roles, consolidating positions, or planning for succession.
	Ensure that all HR information is up to date in relevant systems.
	Make recommendations to COO about changes to HR policies to enhance Verité's impact and/or efficiency.
	Build and maintain strong and mutually trusting relationships with staff.
	In collaboration with the DEI committee and the CEO, identify key goals for Verité's growth as a diverse, equitable, and inclusive organization; create and implement plans to meet those goals.
	Travel regularly to Verité's Amherst, MA office and occasionally to international staff locations.
	Carry out other duties as required.
Required for this position	
	Minimum of five years of relevant professional experience in human resources management.
	Demonstrates compassion and kindness while communicating clearly and decisively.
	Excellent organizational and prioritization skills, coupled with strong and creative problem-solving skills.
	Meticulous attention to detail.
	Demonstrated ability to handle sensitive and confidential situations with empathy and discretion.
	Collaborative mindset with the ability to establish trust and build relationships at all levels of the organization.
Preferred for this position	
	Demonstrated experience in designing, training, and implementation of plans to build diversity, equity, and inclusion within an organization or other community.
	Familiarity with international employment policies and issues.
	Fluency in Spanish.
	At least two years of relevant professional experience at a non-profit organization.
Qualifications for all Verité positions	
	Demonstrates strong personal commitment to Verité's mission or related social justice objectives in human rights, labor issues, international law, or corporate social responsibility.
	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.
	Personal reliability and commitment to organizational success.
	Maintains confidentiality in communications as appropriate.
Salary	Commensurate with experience, proportionate to US-based non-profit organization salaries.

*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. Verité's daily work to achieve our vision of a world where people work under safe, fair, and legal conditions is inherently linked to topics of diversity, equity, and inclusion. Recognizing that the labor market and institutions have long marginalized people of color, trans and LGB people, women, and people from working class background, we therefore feel the need to be particularly proactive in encouraging candidates who identify as such to apply.

To Apply: Please submit a resume **and a brief cover letter** through the Verité application portal at www.verite.org/careers. No telephone or email inquiries will be accepted for this position.