

# 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- and public-sector clients by building their understanding of labor rights problems in global supply chains and developing their abilities to solve those problems.

<b>Title</b>	Financial and Administrative Associate
<b>Location</b>	Mexico City, Mexico
<b>Role</b>	Verité is seeking an experienced and collaborative Financial and Administrative Associate to provide support for an ongoing, six-year federal grant project aimed at promoting compliance with national legislation and improving adherence to international standards on child labor, forced labor, occupational health and safety, as well as other labor conditions, in the sugarcane and tobacco industry in Jalisco and Nayarit.

## Responsibilities

	Assist in the monitoring and management of three subrecipient partners, including reviewing financial documentation in support of project expenditures and carrying out site visits to monitor project implementation.
	Oversee invoicing and support the process of tracking and projecting spending against budgets for Verité and subrecipients.
	Serve as office manager for local office, handling payment of recurring expenses and ensuring all office needs are met.
	Assist in ensuring compliance with organizational and donor-mandated financial and administrative requirements.
	Assist in tracking the implementation of project activities and coordinate with program staff to ensure timelines and target outputs are met.
	Assist in preparation of donor-ready communications, including emails and reports.
	Liaise between program, administrative, and financial staff as necessary.
	Assist in developing and maintaining relationships with relevant stakeholders and maintain stakeholder database.
	Coordinate travel schedules and travel arrangements for senior staff and partners as needed.
	Coordinate logistics for events and meetings, including some international events.
	Assist Project Leads in special events and meetings, such as by taking notes and coordinating necessary follow-up.
	Willingness to occasionally work outside of regular business hours when necessary.
	Carry out other duties as required.

## Required qualifications

	Bachelor's degree in relevant field (e.g., social science, human rights, business, finance, nonprofit administration, etc.).
	<b>Must reside in Mexico City, Mexico.</b>
	<b>Fluency in Spanish and advanced level of English fluency required.</b>
	Excellent organizational and prioritization skills, coupled with strong and creative problem-solving skills.

	Excellent attention to detail.
	Experience developing and working with Excel spreadsheets, including budgets, and familiarity utilizing databases.
	Excellent communication skills are essential, as is a collaborative orientation.
	Knowledge of or willingness to learn MS Office software suite.
	Demonstrated experience working with a diverse network of stakeholders, remotely and in person, including government officials.
	Experience planning and coordinating trainings and other events.
	Ability to work well in groups and independently.
	Intellectual curiosity and the ability to learn quickly.
<b>Preferred qualifications</b>	
	Experience developing and managing budgets.
	Familiarity with the Mexican agricultural sector.
	Experience with US-government-funded projects (USDOL, USAID, U.S. Department of State, etc.).
<b>Qualifications for all Verité positions</b>	
	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.
<b>Salary</b>	\$20,000.00 - \$50,000.00 USD annually commensurate with qualifications and experience.
<b>To apply</b>	Please submit a resume and a brief cover letter through the Verité application portal at <a href="http://www.verite.org/careers">www.verite.org/careers</a> . No telephone or email inquiries will be accepted for this 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. Verité's 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.