

## Verité Administrative Internship Winter-Spring 2024

**About Verité:** Verité is an Amherst-based non-profit and award-winning pioneer in the social auditing, training, research, and consulting field. The organization has over 25 years of experience working with Fortune 500 corporations and their local suppliers through our global network of NGO partners. Verité works in over 70 countries to empower companies, factories, NGOs, governments, and workers to create sustainable workplace practices in the factories and communities where our consumer goods are made and the raw materials that go into them are sourced. For more information, please visit <https://www.verite.org>.

**Start date:** Negotiable; January

**End date:** Negotiable; end of academic semester

**Hours:** Interns are expected work 8-10 hours per week during the academic semester for at least 12 weeks (for a minimum of approximately 100 hours). Exact start and end dates and hours are negotiable as long as those criteria are met.

**Logistics:** All internships are currently remote. For interns local to Western Massachusetts, coming into the office can be discussed.

Verité offers interns a stipend in the amount of \$650 for the duration of the session. If your school also provides either funding or academic credits for intern work, Verité is happy to assist with the required paperwork. It is the responsibility of the student to check with their institution to be sure they meet any requirements before they accept a position.

We plan different events for interns to interact with senior and other staff and provide opportunities for mentoring and networking. We also provide references upon successful completion of the internship.

**Internship:** This intern will work with the Chief Operations Officer and Director of Human Resources to support ongoing development of Verité's organizational systems and procedures. Intern tasks may include the following:

- Contributing to development of organizational training and professional development programs
- Researching and drafting human resources policies and guides
- Assisting in development of financial and project management tools
- Manipulating data to assess organizational trends and challenges
- Supporting the organization's Diversity, Equity, and Inclusion (DEI) initiatives as needed, including researching best practices, drafting and editing materials, and developing tools
- Internal event planning

**Skills, abilities, and competencies:**

- Excellent attention to detail
- Very strong Excel skills
- Ability to meet deadlines, prioritize assigned tasks, and work independently and proactively
- Excellent writing, grammar, and editing skills
- Prior experience and/or research into the application of equity practices across an organization

# Verité

Fair Labor. **Worldwide.**

- Demonstrates sensitivity, professional competency, and/or personal experience thinking and working effectively across boundaries and engaging with the diverse marginalized populations impacted by Verité's mission\*  
*\*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, intern, or applicant for employment or internship on the basis of race, ethnicity, national origin, age, sex, sexual orientation, gender identity or expression, class, religion, veteran status, ability, and any other federal, state, or locally protected classes.

**How to Apply:** Please include a **cover letter and resume** with your application. Please apply [at this link](#). Any questions can be directed to the Internship Coordinator at [verite@verite.org](mailto:verite@verite.org).