

Project Associate – Forced Labor Indicators Project (FLIP)

Join the dedicated team at Verité, a committed and experienced labor and human rights non-profit organization with more than 25 years of impactful presence in the field. We partner globally with corporations, governments, and civil society organizations across various sectors to realize our vision of a world where people work under safe, fair, and legal conditions.

Title	Project Associate – Forced Labor Indicators Project (FLIP)
Location	Remote based in Cotonou, Benin
Role	Verité is seeking an experienced and collaborative Project Associate to assist in implementing a project in Benin that aims to improve the capacity of labor stakeholders to better understand and address indicators of forced labor and labor trafficking. The Project Associate will support the Country Director in developing and maintaining working relationships with stakeholders, including government, private sector, and civil society partners, as well as Verité staff, to effectively lead program delivery, impact measurement and evaluation, knowledge-sharing, and quality control mechanisms across the project.
Key Responsibilities	
	Assist in tracking the implementation of project workplans and coordinate with program staff to ensure timely project delivery.
	Assist in preparation of client/donor-ready communications, including emails and reports.
	Liaise between program and administrative staff as necessary.
	Oversee invoicing, expense reports, and support the Country Director in tracking spending against budgets.
	Assist in the development of new project proposals, scopes of work, and budgets.
	Monitor and track email and phone communications and scheduling.
	Assist in developing 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 director in special event and meeting preparation including careful note taking and follow-up.
	Assist in the coordination of data collection for monitoring and evaluation process.
Qualifications for this position	
	Excellent organizational and prioritization skills, coupled with strong and creative problem-solving skills and attention to detail.
	Experience with spreadsheets, databases and budgets.
	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 including government.
	Fluency in English and French.
	Experience planning and coordinating trainings and other events.
	Must be able to operate effectively in a remote work environment.
	Ability to work well in groups and independently.
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	Intellectual curiosity and the ability to learn quickly.
	Bachelor's degree or its equivalent.
	Experience developing and managing budgets is desirable.
	Knowledge or experience working on issues related to trafficking for forced labor, child labor, or other internationally recognized labor standards is desirable.
	Previous experience with US-government-funded projects (USAID, USDOL, US Department of State, etc.) desirable.
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 around the world.
	Personal reliability and commitment to organizational success.
	Maintains confidentiality in communications, as appropriate.
Why join us	
	Embrace the opportunity to drive change and make a significant impact on global labor and human rights issues.
	Engage with a wide range of stakeholders from different sectors and geographical areas.
	Be part of a team of passionate and dedicated colleagues around the world that value diversity, equity, inclusion, and accessibility.
	Enjoy the flexibility of working with an organization that respects work-life balance.
	Receive a generous compensation package including eligibility for benefits and PTO.
Salary	\$35,000.00 - \$40,000.00 USD annually (full-time equivalent) commensurate with qualifications and experience.
To apply	If you are passionate about making a difference and possess the required qualifications, we would love to hear from you. Please submit your resume and a cover letter through the Verité application portal at www.verite.org/careers . Join us in our mission to create a world that values human dignity at work.

**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, LGBTQ+ 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.