

John Ruggie Fellow: Mexico Field Coordinator

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	John Ruggie Fellow: Mexico Field Coordinator
Location	Remote, based in Mexico City with the ability to travel within Mexico
Role	<p>Verité is seeking a Field Coordinator to join a team of trainers, consultants, and researchers working at farms, mills, and corporate offices throughout Mexico to address the challenges of forced labor and child labor in the country. The Field Coordinator will manage the scheduling and logistics of travel to project sites, support in the creation of training and consulting tools and materials, assist in delivering remote and in-person trainings, and conduct background research. They will also act as a central hub of communication for the Mexico team and serve as the primary connection between Verité’s US-based operations and administrative staff and the Mexico team.</p> <p>This position represents a partnership between Verité and the 2023 John Ruggie Fellowship at Shift. The Fellowship is a 3-to-6-month position at 20-30 hours/week, depending on the availability and needs of the selected candidate.</p>
Key Responsibilities	
	Tracking the implementation of project workplans and coordinate with program staff to ensure timely project delivery.
	Contribute to the preparation of client/donor-ready communications.
	Work closely with US-based operations team to allocate staff time to projects and track workloads.
	Assist in the development of new project proposals, scopes of work, and budgets.
	Help to develop tools and materials for technical assistance meetings with clients.
	Support in the creation of training materials with background research, editing, and basic design.
	Travel up to once a month (at times to remote rural locations within Mexico) to support colleagues conducting fieldwork and trainings.
	Coordinate travel schedules and travel arrangements as needed.
	Coordinate logistics for events and meetings.
	Assist in meeting preparation including careful notetaking and follow-up.
	Support in the coordination of data collection for due diligence processes with clients.
Required qualifications	
	Current enrollment in a graduate program in business & human rights or a related field, such as international affairs, industrial and labor relations, human rights, or

	similar.
	Excellent communication skills are essential, as is a collaborative orientation.
	Experience with spreadsheets, databases and budgets.
	Excellent organizational and prioritization skills, coupled with strong creative problem-solving skills and attention to detail.
	Willingness to live and work in Mexico City, with significant travel throughout Mexico.
	Fluent, clear, and concise writing in Spanish.
	Basic proficiency in written and spoken English, with advanced proficiency preferred.
	Competency with MS Office software suite.
	Prior experience in an organization dedicated to human rights, labor rights, or a similar mission is desirable, as is prior experience with an international organization, preferably non-profit.
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	The full-time, year-round equivalent salary will be between \$45,000.00 and \$58,000.00 USD, 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.
About the John Ruggie Fellowship	
	Professor John Ruggie was a preeminent scholar-practitioner in the field of international affairs. As a political scientist, his work focused on the impact of globalization on international rule-making. Professor Ruggie applied his theoretical

work to complex global governance challenges directly through his work at the United Nations (UN). This included his appointment in 2005 as the UN Secretary-General's Special Representative (SRSG) on business and human rights. During his six-year mandate, he authored the UN Guiding Principles on Business and Human Rights (UNGPs), which were unanimously endorsed by the UN Human Rights Council in 2011, establishing them as the authoritative global standard on business and human rights.

Throughout his career, John was a tireless champion of both students and practitioners in the fields in which he worked. He consistently sought out, consulted, and supported individuals from all backgrounds and perspectives, to grow and enrich the community of people working to turn the vision of the UNGPs into a reality.

The John Ruggie Fellowship Program was created by Shift – the non-profit, mission-driven organization dedicated to implementing the UNGPs – in collaboration with John's family to honor his life and legacy. The goal of the program is to enable talented students of business and human rights to gain practical experience as well as access to ideas and networks that can advance their own careers and their contribution to the field. It particularly seeks to support those students who may otherwise lack access to such opportunities. Through the Program, Shift partners each year with a small number of leading organizations to support the placement of individual Fellows. The organizations reflect the diversity of actors in the business and human rights field, but they all share a demonstrated commitment to implementing the UNGPs in their work and to a high-value immersive experience for the Fellows. The host organizations for the inaugural year of the John Ruggie Fellowship are Accountability Counsel, PepsiCo, and Verité.

For more information on the John Ruggie Legacy Fund and John Ruggie Fellowship, visit www.shiftproject.org/ruggie-inmemory.

**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.