

Program Coordinator

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.

Title	Program Coordinator
Location	Verité headquarters are located in Northampton, Massachusetts, USA. This position may report to Northampton or be remote, but preference may be given to candidates residing within two hours of Eastern Standard Time.
Role	The Program Coordinator will be an integral part of Verité’s operations and administrative team, ensuring that projects are carefully and accurately budgeted, defined, implemented, and tracked, in order that Verité’s work is as effective and efficient as possible. They will also support colleagues in adhering to internal organizational systems, assist in the development of new work, and take on other administrative responsibilities associated with fast-moving and dynamic program implementation.
Responsibilities	
	Work closely with project leads and other staff to develop and track project budgets and staffing plans.
	Manage workflows and deliverables, ensuring project implementation and financial management adhere to organizational standards and protocols as well as funder requirements.
	Monitor project progress against financial and timeline milestones and targets.
	Conduct data entry and provide quality control of data in project management systems.
	Coordinate with field offices, contractors, and subgrantees in Latin America, Asia, Europe, and Africa to manage collaborative projects and ensure adherence to all applicable policies and requirements.
	Assist in preparation of client-ready communications, emails, and reports.
	Process field expenses, generate invoices, and track spending against budgets.
	Assist in the development of new project proposals, scopes of work, and budgets.
	Translate project proposals into concrete activities, deliverables, and workflows.
	Create and maintain project documents such as contracts and non-disclosure agreements.
	Monitor and track project administration communications and schedules.
	Coordinate travel, including security protocols, schedules, and logistics for senior staff as requested.
	Plan and coordinate events and meetings, including occasional international events.

	Perform basic data and financial analysis.
	Coordinate tasks assigned to interns, consultants, research teams, and regional staff.
	Provide ongoing support to staff in adhering to organizational systems and protocols.
Required qualifications	
	Minimum 3- 5 years of relevant professional experience, with focus on managing complex projects and financial reporting. Experience working with international teams a plus.
	Proficiency with spreadsheets, budgets, and databases.
	Strong organizational skills and meticulous attention to detail.
	Skilled at communicating with clarity and sensitivity in a wide range of contexts.
	Ability to handle confidential information with respect and complete discretion.
	Excellent judgement along with ability to anticipate needs and challenges and identify solutions.
	Ability to communicate and maintain professional relationships with international partners as well as high-level clients or donors in a non-profit or business environment.
	Ability to prioritize tasks and manage time.
	Extensive knowledge of MS Office package, with strong Excel skills.
	Ability to take on occasional work outside regular hours to support special projects.
	Fluency in English with excellent written communication skills.
Preferred qualifications	
	Proficiency in Spanish or French strongly desired but not required.
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.
Salary	\$45,000.00 - \$58,000.00 annually, commensurate with qualifications and experience.
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.

**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.