

Job Posting

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	Brazil
Role	Verité is seeking a Brazil-based Program Coordinator for the Cooperation on Fair, Free, Equitable Employment (COFFEE) Project, an initiative funded by the U.S. Department of Labor’s Bureau of International Labor Affairs (USDOL-ILAB) and other grant-funded and fee-for-service projects. The Program Coordinator will conduct fieldwork and support the Project Director and Project Manager with operational aspects of projects, including program execution, providing updates on project status, and ensuring the program schedule is respected. The Program Coordinator will also support colleagues in adhering to internal organizational systems, assist in the development of proposals for new projects, and take on other administrative responsibilities associated with fast-moving and dynamic program implementation.
Responsibilities	
	Supporting the design, implementation, and management of supply chain risk assessments and other compliance-related desk and field research.
	Assisting in the development of tools, training materials, and reports, both for clients and for public dissemination.
	Providing training and management systems consultancy to private sector partners on issues of due diligence and adherence to international and national labor standards on child labor, forced labor, discrimination, occupational health and safety, and other acceptable working conditions.
	Assisting in business development, including building relationships with clients and funders, and developing scopes of work, concept notes, grant proposals, and budgets.
	Supporting the translation of project proposals into concrete activities, deliverables, and workflows.
	Participating in calls and face-to-face meetings with clients, funders and other key stakeholders.
	Frequently traveling throughout Brazil to participate in research, trainings, stakeholder engagements, and other activities. Occasional international travel within Latin America, to the United States or other countries when necessary.
	Supporting the implementation of activities related to advocacy and capacity building for governments, civil society, and worker representatives to promote compliance with

	international labor and human rights standards and Brazilian law, including participation in dialogue and forums.
	Ensuring that project implementation adheres to organizational standards and protocols, and funder requirements.
	Supporting the Monitoring & Evaluation officer with monitoring project progress against milestones and targets, conducting data entry and providing quality control of data in project management systems.
	Planning and coordinating events and meetings, including occasional international events, and assisting with expense reports and other administrative matters as needed.
Required qualifications	
	Minimum of three years of relevant professional experience in sustainability, human rights, labor rights, or development fields.
	Bachelor's degree in relevant field (e.g., social science, human rights, business).
	Ability to build and maintain working relationships with diverse private, public sector and civil society stakeholders.
	Strong organizational skills and meticulous attention to detail.
	Skilled at communicating with clarity and sensitivity in a wide range of contexts and with a variety of stakeholders.
	Ability to handle confidential information with complete discretion.
	Excellent judgement, along with ability to anticipate needs and challenges and identify solutions.
	Ability to prioritize tasks and manage time, as well as to work as part of a team.
	Extensive knowledge of MS Office package, with strong Excel skills.
	Ability to take on occasional work outside regular hours to support special projects.
	Experience with administrative tasks.
	Availability for frequent domestic travel and occasional international travel—up to 35%.
	Native-level fluency in Portuguese and professional-level fluency in oral and written English and/or Spanish. In case of professional-level Spanish fluency, basic knowledge of English is required.
	<i>Must currently reside in Brazil and have legal authorization to work in the country.</i>
Preferred qualifications	
	Master's degree in relevant field.
	Previous experience with US-government-funded projects (USAID, USDOL, U.S. Department of State, etc.).
	Familiarity with agricultural supply chains in Brazil, especially coffee.
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	USD\$31,500.00 - \$40,600.00 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.