

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 – Asia
Location	Verité headquarters are located in Northampton, Massachusetts, USA. This position may be located anywhere in Southeast Asia, with a preference for Taiwan or Malaysia. Good internet connectivity is required.
Role	The Program Coordinator will support the regional strategy implementation, coordination of staffing, and deployment of regional programs, in close collaboration with the Asia Regional Lead and relevant Project Leads and Practice Group Leads. This role will have the overall responsibility for smooth administrative functioning of regional programs including internal and external communication, on-time project delivery, adherence to budgets, etc., as well as monitoring capacity and project performance and advising on improvements.
Responsibilities	<p>Support all regional initiatives and activities including, but not limited to, business development, network building, stakeholder engagement, and advocacy effort.</p> <p>Support regional recruitment, onboarding, and coordination of regional network resources, consulting with the Operations Team to maintain up-to-date records on regional staff and network resources (availability, languages, competencies, credentials, etc.).</p> <p>Coordinate staffing, scheduling, and logistics for Asia-based projects, especially for supplier assessment and improvement projects, including liaising with regional employees, consultants, auditors, and worker interviewers, coordinating scheduling, initial document gathering, and other logistics with auditees, and supporting Practice Group Leads, Project Leads, and Client Leads in communication with regional clients and funders.</p> <p>Establish appropriate staffing teams for regional projects in collaboration with the Practice Group, Regional Lead, and Project Lead, supporting the contracting and scheduling for project teams.</p> <p>Track timely delivery of project workstreams and adherence to allocated project budgets, including raising red flags to Project Leads when necessary.</p> <p>Facilitate regular communication between Regional Lead, relevant Practice Group Leads, and Project Leads to ensure seamless delivery of programs.</p> <p>Respond efficiently to inquiries from clients and network partners about assessments and other projects.</p>

Maintain and support use of standard tools, guidance, and reference materials for audits and other programs, in collaboration with project teams and relevant Practice Group Leads.

Support program improvement through maintenance and use of project and organizational monitoring and evaluation systems.

Participate in external meetings, assessments, or other project activities as needed in discussion with Regional Lead (and pending availability and interest). Potential for occasional domestic or international travel.

Provide administrative support for capacity building of regional network partners and regional business development efforts.

Other regional coordination as needed.

Required qualifications

Minimum of 4 years relevant professional experience managing complex international programming. Experience in the field of sustainability, corporate social responsibility, labor rights, or development fields preferred.

Bachelor's degree in relevant field (e.g., social science, environmental science, human rights, business).

Fluency in English, ideally with fluency in a second language from Southeast Asia. Proficiency in Mandarin is desirable.

Excellent organizational and prioritization skills, coupled with solid and creative problem-solving skills.

Meticulous attention to detail.

Ability to work well in groups and independently.

Intellectual curiosity and the ability to learn quickly.

Ability to meet deadlines, achieve targets, and provide all required inputs to deliverables.

Ability to maintain working relationships with diverse stakeholders.

Understanding of key labor issues, including child labor, forced labor, gender discrimination, and workplace exploitation desirable.

Preferred qualifications

Familiarity with supply chains in Asia is 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.
Salary	\$31,500.00-\$41,300.00 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.