Position: Program Associate

Location: SAI HQ, New York, NY

Social Accountability International (SAI) is a global non-governmental organization working to advance human rights for workers around the world. SAI's vision of decent work everywhere is sustained by an understanding that socially responsible workplaces benefit business while securing fundamental human rights. SAI empowers workers and managers at all levels of businesses and supply chains through social standards and guidance, training and capacity-building programs, and convening partnerships that drive dialogue and consensus-based solutions. For more information about SAI, visit our website at https://sa-intl.org.

Position Overview

SAI is seeking a skilled and enthusiastic Program Associate to support multiple program departments including corporate programs, grant projects, and training.

The ideal candidate for this position possesses acute attention to detail, has the ability to thrive in a fast-paced environment, and is eager to enhance their knowledge of CSR, business and human rights, supply chain management, and international labor issues.

Responsibilities

- Support project administration including: customer service, stakeholder communications, data and impact analysis, delivery of project activities, and expense management and financial reporting.
- Support delivery of in-person and online trainings and services offered through the online learning management system.
- Coordinate global workshops and meetings including travel, venue, and logistical details.
- Help prepare reports and presentations, including reports for funders, corporate clients, SAI's Advisory Board and Board of Directors, and other stakeholders.
- Conduct ongoing research and analysis of current industry trends in CSR and labor standards in support of current and new SAI programs and projects, including:
  - Monitoring relevant news and reporting outlets for industry developments
  - Researching existing Standards and Codes and comparing them to SAI's products
  - Researching issue-specific topics as they arise with corporate clients
- Provide administrative support on grant and funding proposals and reports, as needed.
- Other assignments as needed.

Qualifications and Core Competencies

Required Experience & Education

- At least 1-2 years' experience in program support and/or administration
- Fluency in written and spoken English
- Bachelor's degree or equivalent work experience in related field

Preference for one or more of the following:

- Both non-profit and for-profit experience, or experience with a social enterprise
- Interest in international workplace human rights, CSR, and labor issues
- Fluency in written and spoken Spanish
- Experience with:
    - Interfacing with globally diverse teams and planning international travel and/or events
    - Coordinating across multiple teams and departments
    - Client support
    - Research and reporting
    - Providing administrative support across multiple departments

Skills & Characteristics

- Proactive and collaborative self-starter who is eager to learn about CSR and international labor standards
- Organized, detail-oriented, able to multi-task and meet multiple deadlines with varying priority across departments
- Strong research and writing skills
- Creative problem solver
- Exceptional communication and interpersonal skills (written and verbal)
- Comfortable working in fast-paced professional environments
- Passionate about advancing human rights at work

Compensation

Salary range: $58,000-65,000, commensurate with candidate experience. Excellent benefits package.

Application

To apply, please send 1) a resume, and 2) a cover letter explaining how your experience fits the qualifications listed above to recruits@sa-intl.org. All applicants MUST include "SAI Program Associate 2023" in the subject line of their email submission.

SAI is an equal opportunity employer. Diversity makes us stronger and we are committed to creating an inclusive environment for all employees.