



Advocacy for Human Rights in the Americas

## WOLA Job Opening

### Communications Assistant

The Washington Office on Latin America (WOLA) seeks a detail-oriented Communications Assistant to provide administrative support for the Communications and Marketing Director within a fast-paced, human rights organization working in Washington and Latin America. S/he will have a passion for innovation and keeping up with today's rapidly changing world of communications, including social media and digital technologies. In addition s/he will have initiative, excellent problem-solving skills, and the ability to communicate effectively in both English and Spanish.

The position brings a committed individual into contact with human rights organizations, professional graphic designers, journalists, technologists, and filmmakers in Washington and Latin America. WOLA is an organization where everyone is self-motivated, goal-oriented, and passionate about our work. We are committed to what we do. Our leadership works hard to support us with a culture of innovation, collaboration, and excellence. WOLA was twice recognized by *Washingtonian Magazine* as one of DC's "Best Places to Work" and by *The Washington Post* as one of DC's best-managed nonprofits.

WOLA's office has a paid staff of twenty-seven, plus seven interns, and seven Senior Fellows.

#### *RESPONSIBILITIES:*

1. Work closely with the Communications and Marketing Director to support powerful communications campaigns.
2. Produce small design jobs (such as posters, ads, or infographics).
3. Liaise with outside graphic designers, web developers, and vendors on large projects.
4. Manage media interview requests and keep track of all WOLA press mentions.
5. Occasionally draft and copy-edit press releases, media advisories, opinion pieces, and pitches to the media.
6. Update and manage our Mailchimp mailing list and contact database and Cision media contact database.
7. Maintain WOLA.org and WOLA's various external blogs; develop new website functionality and designs in coordination with external vendors.
8. Train staff on communications equipment, technologies, and processes.
9. Assist with video shooting, live-streaming, and the production of videos.
10. Supervise up to two interns per semester.
11. Other duties will be assigned depending on the Director's needs and Assistant's abilities.

## QUALIFICATIONS:

1. Bachelor's degree, preferably in Communications, Journalism, or International Relations.
2. A demonstrated commitment to human rights and social justice in Latin America.
3. Extreme attention to detail and the ability to stay focused on the big picture while functioning in the details.
4. Strong capability to work well under pressure and in a very fast-paced environment.
5. Problem-solving skills, critical thinking, good intuition, and troubleshooting abilities are essential.
6. Ability to think creatively, visually, and outside the box.
7. Strong written and oral communication skills required, including copy-editing.
8. Advanced knowledge of Adobe Creative Suite, including InDesign, Illustrator, Photoshop and/or other design software. Video editing software experience (Premiere Pro or Final Cut) is highly desired.
9. Experience with desktop publishing, mailing list management (preferably Mailchimp), and website maintenance (Wordpress).
10. Strong working knowledge of HTML and CSS. Website server management and javascript experience are a major plus.
11. Photography and video experience are a plus.

SALARY: \$47,500, full health, dental, vision, and life insurance 100 percent paid by employer; 15 days annual vacation.

APPLICATIONS DUE BY: October 31, 2017

START DATE: December 1, 2017

TO APPLY: Please submit the following in a single PDF document to [employment@wola.org](mailto:employment@wola.org):

1. Cover Letter
2. Resume
3. Two-page English writing sample
4. A list of two references with email addresses and daytime telephone numbers
5. A link to your online portfolio, or one or more example(s) of your design projects, such as an infographic, poster, or data visualization. Please send us a link in the body of your application email, along with a description of the project.

For more information, please visit [www.wola.org](http://www.wola.org).

-No phone calls please-

WOLA values a diverse workplace and encourages minority candidates to apply. WOLA is an equal opportunity employer, and does not discriminate based upon race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, gender identity or expression, family responsibilities, or any other status protected by applicable law. We regret that we are unable to sponsor applicants for any kind of work visas and can only hire candidates currently authorized to work in the United States on a full-time basis.