



Advocacy for Human Rights in the Americas

## **WOLA Program Assistant for the Cuba and Colombia Programs**

The Washington Office on Latin America (WOLA) seeks an entry-level administrative staff person to work on both the Cuba and Colombia programs. The Program Assistant (PA) provides administrative support to senior staff within a dynamic human rights organization working in Washington and in Latin America. Qualified candidates will demonstrate initiative, problem-solving skills, and the ability to communicate effectively in both English and Spanish. The PA position brings a committed individual into contact with the human rights, religious, and foreign policy communities in Washington, Latin America, and Europe.

WOLA is an organization in which 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 has twice been recognized by Washingtonian Magazine as one of D.C.'s "Best Places to Work" and by The Washington Post as one of D.C.'s best-managed nonprofits.

WOLA's office has a full-time staff of approximately 27, plus seven interns and seven fellows. This position reports to the Director for the Andes and the Director for Cuba.

### **Responsibilities include but are not limited to:**

- Oversee travel, meetings, and scheduling for program staff and delegations to/from the region.
- Coordinate and organize public events and conferences.
- Copy-edit, format, and draft documents in both Spanish and English.
- Monitor relevant Congressional hearings and legislation; set up meetings on the Hill with staffers and policymakers.
- Assist in the coordination and carrying out of the activities of coalitions and partner organizations.
- Monitor regional, internal/national, and international developments in Colombia and Cuba. Subjects included are; human rights, the political situation, the humanitarian crisis, rule of law, public security, the situation of migrants, and internally displaced persons and refugees.
- Assist in the program's online presence by drafting social media content; keep program web page updated and assist in posting pieces to WOLA website.
- Help with the production and distribution of reports, memos, and other materials.
- Develop press materials and conduct press outreach in coordination with the Communications team. Support fundraising efforts, including providing materials and narratives for grant applications and reports.
- Manage an intern in coordination with the Intern Coordinator and Directors.
- Other duties, including research, writing, and direct advocacy will be assigned depending on the program's needs and Assistant's abilities.

## **Qualifications:**

- A demonstrated dedication to human rights, democracy, and social justice in Latin America.
- Experience with or study of both Cuban and Colombian history and policy issues.
- Knowledge of Cuban and/or Colombian policy issues strongly desired.
- Human rights, political advocacy, and/or Capitol Hill experience highly desired.
- Bachelor's degree.
- Oral fluency in English and proficiency in Spanish is required.
- Excellent copy-editing, writing, editing skills, both in English and Spanish is required.
- Excellent organizational and administrative skills, follow-through, and attention to detail. Event planning and research skills ideal.
- Experience working or living in Latin America strongly preferred.
- High level of initiative as well as the ability to work in a team and with international coalitions.
- Flexibility; ability to work in a fast-paced, dynamic office environment with frequent international visitors.
- Knowledge of desktop publishing, database management, and website maintenance a plus.
- Computer maintenance and IT troubleshooting skills for Mac and PC a plus.
- Additional job requirements: overseas travel required; full-time position; some long hours and weekend work required.

Salary: \$47,500, full health, dental, vision, and life insurance 100% paid by employer; three weeks annual vacation.

**Applications due by: May 28th, 2018**

**Start date: July 24, 2018**

To apply: Please submit, in English, the following items in one PDF document: cover letter, resume, a 2 page English writing sample, and a list of two references with daytime telephone numbers and email addresses to [pasearch@wola.org](mailto:pasearch@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 visa for this position and can only hire candidates currently authorized to work in the United States on a full-time basis.