



## WOLA Job Opening: Communications Associate

The Washington Office on Latin America (WOLA) seeks a talented, creative, and detail-oriented Communications Associate to assist WOLA's Director of Communications with our press strategy and rapid response efforts. The Communications Associate will propose, research, and produce timely analyses of issues in Latin America. S/he will have excellent writing and editing capabilities, a detailed understanding of the latest developments in Latin American politics and U.S. foreign policy towards the region, as well as the ability to communicate effectively in both English and Spanish. Multimedia skills are a plus. This position is an opportunity for a committed individual to help advance the debate in the human rights and foreign policy communities in Washington, DC and Latin America.

WOLA is an organization where everyone is self-motivated, goal-oriented, and passionate about their 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 has a full-time staff of approximately 25, plus seven interns, and seven senior fellows.

### RESPONSIBILITIES:

1. Work with the Director of Communications to devise strategies to enhance WOLA's position as the leading research and advocacy organization advancing human rights in the Americas and highlight our staff as the go-to experts in their field.
2. Propose, research, and write timely analyses of current events in Latin America and U.S. foreign policy towards the region.
3. Collaborate closely with senior program staff to produce content relevant to their work. Draft and/or edit commentaries, reports, fact sheets, and other written products with a view towards maximizing their readability, appeal, content accuracy, and adherence to WOLA's style guide.
4. Repackage our information and present it under a new light or provide a more timely hook.
5. Copy editing; making and checking corrections.

6. Work with staff to oversee/undertake the production of multimedia content including videos, podcasts, infographics, interactives, etc.
7. Collaborate with WOLA's Digital Marketing Associate to promote WOLA's content in creative and strategic ways.
8. Work with WOLA's Digital Marketing Associate to produce content for our online platforms and social media.
9. Ensure our website is up to date with cutting-edge content and analysis.

## QUALIFICATIONS:

### Required:

1. A demonstrated commitment to and interest in human rights and social justice.
2. Bachelor's degree and 5+ years of experience in a similar field.
3. English and Spanish fluency.
4. Exceptional writing and editing skills (in English).
5. Awareness of current events in Latin America, as well as an ability to understand and analyze the international news and political environment in which WOLA operates.
6. Strong capability to work well under pressure in a very fast-paced environment.
7. Extreme attention to detail and the ability to see the big picture while functioning in the details.
8. Problem-solving skills, critical thinking, good judgment, and troubleshooting abilities are essential.
9. Ability to think creatively and outside the box.
10. Proven experience of being a team player and working with others in an effective manner.
11. Have a love for storytelling.

### Preferred:

1. MS or MA in communications, marketing, public relations, or related field.
2. Knowledge of video editing software such as Premier, Final Cut, or Avid.
3. Knowledge of audio editing software such as Protools.

**SALARY:** Commensurate with experience. 100 percent employer-paid health, dental, vision, and life insurance; four weeks annual vacation.

**APPLICATIONS DUE BY:** Applications reviewed on a rolling basis, open until filled.

**START DATE:** As soon as possible.

**TO APPLY:** Please submit electronically, in English, the following in a single PDF document to [communicationsassociate@wola.org](mailto:communicationsassociate@wola.org).

1. Cover letter.
2. Resume.

3. Two-page English-language writing sample.
4. A list of two references with email addresses and daytime telephone numbers.
5. Links to multimedia content, including videos, infographics, interactives.

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, prior record of arrest or conviction, or caregiver status.*