



Advocacy for Human Rights in the Americas

## **WOLA Citizen Security/Border Program Assistant Position**

The Washington Office on Latin America (WOLA) seeks an entry-level administrative staff person to work on the Citizen Security and Border programs with program staff. The Program Assistant provides administrative and research support to senior staff within a fast-paced human rights organization working in Washington, DC and Latin America. S/he will have initiative, excellent editing and problem-solving skills, and the ability to communicate effectively in both English and Spanish. The position brings a committed individual into contact with the human rights, religious, and foreign policy communities 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* in 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 approximately twenty-six, plus seven interns and seven Senior Fellows.

### **RESPONSIBILITIES:**

1. Assist in the coordination and organizing of public events and conferences.
2. Coordinate travel, meetings, and scheduling for senior staff and delegations to/from the region.
3. Assist with drafting, editing, publication, and distribution of reports, memos, and other materials.
4. Assist in developing press materials in coordination with the Communications team.
5. Assist in the program's online presence by generating analyses and social media content; keep program web page updated.
6. Help to generate and circulate multimedia items, especially infographics, photo essays, and videos.
7. Draft correspondence; draft, copy-edit, and format documents.
8. Help to maintain consistent relations with Capitol Hill staff, reporters, NGOs in the region and in the U.S., and executive branch agencies.
9. Help monitor developments in Central America at the national, regional, and international levels.
10. Support fundraising efforts, including providing materials and narratives for grant applications and reports.
11. Manage an intern in coordination with the Intern Coordinator and senior staff.
12. Other duties, including research, writing, and direct advocacy will be assigned depending on the program's needs and Assistant's abilities.

### **QUALIFICATIONS:**

1. A demonstrated commitment to human rights, democracy, and social justice in Latin America.
2. Bachelor's degree.
3. Excellent writing, editing, and oral communication skills, both in English and Spanish.
4. Spanish and English fluency required. Written translation experience required.
5. Excellent organizational and administrative skills, follow-through, and attention to detail. Event planning and research skills preferred.

6. Experience working or living in Latin America strongly preferred. A demonstrated ability to interact with a variety of stakeholders, partners, and advocates from diverse backgrounds in the United States and the region highly valued.
7. Human rights, political advocacy, and/or Capitol Hill experience highly desired.
8. Computer maintenance and IT trouble-shooting skills for Mac and PC a plus.
9. Experience with Adobe Create Suite programs, as well as Premiere or other video editing programs, is a plus.
10. High level of initiative as well as the ability to work in a team and with international coalitions.
11. Flexibility and ability to work in a fast-paced, dynamic office environment with frequent international visitors.
12. Knowledge of desktop publishing, database management, website maintenance, or IT troubleshooting skills for Mac and PC a plus.

SALARY: \$47,476, full health, dental, vision, and life insurance 100% paid by employer; three weeks annual vacation.

APPLICATIONS DUE BY: June 19, 2017

START DATE: July 17, 2017 or soon thereafter

TO APPLY: Please submit, in English, the following items in one PDF document: cover letter, resume, two 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) with the subject line "**WOLA Citizen Security/Border Program Assistant**".

-No phone calls please-

WOLA values a diverse workplace, and encourages minority candidates to apply. However, we regret that we are unable to sponsor applicants in need of visas and can only hire candidates with authorization to work in the United States.