



## **WOLA Job Opening: Executive Assistant and Internship Coordinator**

The Washington Office on Latin America (WOLA) seeks a detail-oriented Executive Assistant and Internship Coordinator to provide discreet and confidential overall executive level coordination and support for the Executive Director and to coordinate WOLA's Sally Yudelman Internship Program in a fast-paced human rights organization working in Washington DC and Latin America. 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 the human rights and foreign policy communities in Washington 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, excellence, diversity and inclusion. WOLA was recognized by *Washingtonian Magazine* twice 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 fellows.

### **RESPONSIBILITIES:**

1. Manage the Executive Director's calendar, arrange meetings, and maintain constituent database record of the Executive Director's contacts and correspondence, providing context as needed to assist in discerning priorities among the many draws on his time.
2. Plan and coordinate all of the Executive Director's travel and travel preparation.
3. Direct WOLA's internship program (seven interns per semester).
  - a. Handle recruitment of interns in accordance with diversity effective practices.
  - b. Manage intern program budget.
  - c. Schedule day-to-day activities of interns with other assistants.
  - d. Oversee their work with WOLA's senior staff.
  - e. Manage intern blog and Twitter account.
4. Act as liaison to the Board of Directors including preparing all documents for the Board of Directors, maintaining relationships with the Board, monitoring the function and actions of the Board committees, and planning four annual Board meetings, including one in the region. Support Philanthropy and Partnerships team with Board fundraising.
5. Work with the Executive Director on fundraising and communications duties and program issues, as an extension of the Executive Director.
6. Work closely and effectively with the E.D. to keep the E.D. well informed of upcoming commitments and responsibilities, following up as appropriate. Act as a "barometer," having a sense for the issues taking place and keeping the E.D. updated.
7. Assist the E.D. with drafting of memos and other materials as needed; edit, proofread, and format documents.

8. Assist with distribution of reports, memos, press releases, and other materials.
9. Prioritize and manage multiple projects simultaneously and follow through on issues in a timely manner.
10. Maintain contact with U.S.-based and Latin American NGOs, attend coalition meetings, and accompany international delegations while in Washington.

**QUALIFICATIONS:**

1. A demonstrated commitment to human rights and social justice in Latin America.
2. A demonstrated ability to interact effectively and sensitively with partners from diverse cultural backgrounds and varying leadership positions.
3. A demonstrated interest in developing young talent, and understanding and sensitivity to minority and diversity issues, especially with regards to recruiting and integrating interns.
4. An interest in institutional and organizational development.
5. Extreme attention to detail and the ability to see the big picture while functioning in the details.
6. Problem-solving skills, project management experience, critical thinking, good judgment, and troubleshooting abilities are essential.
7. High level of initiative, with ability to accept supervision, work in a team and independently, and handle confidential matters.
8. Flexibility, ability to work in a fast-paced office environment with multiple priorities and deadlines.
9. Ability to make informed, thoughtful decisions independently and to follow-through on projects with minimal oversight.
10. Strong written and oral communication skills in both English and Spanish required.
11. B.A. and Spanish proficiency required along with 4-5 years of administrative work experience.
12. Technology skills and proficiency in other languages are pluses.

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

APPLICATIONS DUE BY: Open until filled.

START DATE: ASAP and as early in July 2017 as possible.

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

1. Cover letter.
2. Resume.
3. Two-page English-language writing sample. Spanish sample may also be requested of finalists.
4. A list of two references with email addresses and daytime telephone numbers.

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

*-No phone calls or faxes 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.*