



Advocacy for Human Rights in the Americas

Associate for Congressional Relations

The Washington Office on Latin America (WOLA) seeks a motivated and well-connected individual to coordinate and expand WOLA's outreach to the U.S. Congress. S/he will have substantial Capitol Hill experience, an understanding of U.S. foreign policy toward Latin America, and the ability to work collaboratively across the organization. This individual will work closely with WOLA's subject matter and policy experts to develop and implement strategies to build congressional support for WOLA's policy recommendations and further establish WOLA as a go-to source for analysis on U.S.-Latin America relations.

The position is an opportunity for a committed individual to invent and implement processes to streamline and coordinate the complex advocacy needs of a leading organization.

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. WOLA is a 501(c)(3) organization which engages in policy education.

RESPONSIBILITIES

1. Track and analyze legislation, hearings, and general congressional engagement on U.S.-Latin America policy; share developments and opportunities with program staff; facilitate program staff engagement with Congress
2. Develop and maintain relationships with congressional offices; proactively expand WOLA's network of allies, building on existing program staff relationships
3. Ensure that WOLA's perspective is heard at key moments in congressional debates on U.S.-Latin America policy, with a particular focus on U.S. assistance to Latin America, especially Colombia, Mexico, and Central America; U.S.-Cuba relations; and border security and migration issues
4. Develop and implement processes to streamline and coordinate congressional outreach among WOLA's programs and policy priorities, working closely with program staff
5. Edit WOLA's written materials to meet the needs of congressional audiences

6. Manage WOLA's engagement with the appropriations process, including facilitating the submission of WOLA's recommendations to congressional offices
7. Serve as an in-house resource and expert on congressional processes and procedures

QUALIFICATIONS

Required

1. A demonstrated commitment to human rights and social justice
2. Bachelor's degree and minimum 5 years of experience
3. Experience working in a congressional office on foreign policy with at least two years as a Legislative Assistant or higher; familiarity with the appropriations process strongly preferred
4. Familiarity with U.S. policy toward Latin America, as well as an ability to analyze policy and legislation through a human rights lens
5. Proven ability to be a team player and work collaboratively with individuals with a wide variety of work styles
6. Excellent political judgment and ability to represent WOLA professionally on Capitol Hill
7. Excellent writing and editing skills

Preferred

1. Masters in International Relations, Public Policy, or related field
2. Experience with homeland security (especially immigration and border security) and/or defense issues
3. Spanish proficiency
4. Experience studying, working, or living abroad

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

APPLICATIONS DUE BY: Open until filled

START DATE: As soon as possible; ideally late August

TO APPLY: Please submit electronically the following in a single PDF document to congressionalrelations@wola.org.

1. Cover letter
2. Resume
3. Two-page policy-related writing sample
4. A list of two references with email addresses and daytime phone numbers.

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.