



WOLA Job Opening: Assistant Director for Communications

The Washington Office on Latin America (WOLA) seeks a talented, creative, and detail-oriented Assistant Director for Communications to assist WOLA's Vice President for Communications and Marketing with our press strategy and rapid response efforts. The Assistant Director for Communications will propose, research, and produce timely analyses of issues in Latin America. The person 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 27, plus seven interns, and seven senior fellows.

RESPONSIBILITIES:

1. Work with the Vice President of Communications and Marketing 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 Assistant Director for Digital Marketing to promote WOLA's content in creative and strategic ways and to produce content for our online platforms.
8. 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.

APPROXIMATE START DATE: March 1, 2018

TO APPLY: Please submit electronically, in English, the following in a single PDF document to 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.

- 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 visas for this position and can only hire candidates currently authorized to work in the United States on a full-time basis.