



Assistant Director for Central America, Temporary

The Washington Office on Latin America (WOLA) is a leading research and advocacy organization advancing human rights in the Americas. We envision a future where public policies protect human rights and recognize human dignity, and where justice overcomes violence. The Citizen Security team is looking for a detail-oriented individual to work with the Director in the implementation of the Central American Monitor (CAM) project. WOLA's Citizen Security program works to promote comprehensive reforms to address the root causes of violence and ensure effective and accountable judicial systems. CAM will be used to evaluate the progress that Central America is making in the fields of justice and security reform, combating corruption, protection of human rights, and transparency using a variety of indicators. The right candidate should have initiative, excellent problem-solving skills, project management experience, and the ability to communicate effectively in both English and Spanish. The position is a temporary position that finishes in December of 2019.

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 include but are not limited to:

- Coordinate and maintain regular communication with CAM partners in Guatemala, Honduras, and El Salvador.
- Provide day-to-day oversight of the production of Monitor reports.
- Organizing data in Excel-based system; editing of reports; overseeing the translation, graphics design, and layout of reports.
- Track progress of reports and project; ensure team and partners are meeting project timelines.
- Oversee the collection, initial analysis, and organization of qualitative and quantitative indicator data, including official information requests to Central American government agencies.
- Maintain extensive database of research, interviews, reports, and data.
- Select and manage a group of DC-based graduate research interns.
- Assist with the distribution of reports and other Monitor-related materials.
- Travel to region as needed for project-related activities.

- Prioritize and manage multiple tasks simultaneously and follow through on issues in a timely manner.
- Other duties will be assigned depending on programmatic needs and candidate's abilities.

REQUIREMENTS:

- A demonstrated commitment to human rights and social justice in Latin America.
- Project management skills, data management and data analysis experience, critical thinking, good judgment, and problem-solving abilities are essential.
- Spanish fluency required. Written translation experience highly desired.
- 4-6 years of work experience required.
- Extreme attention to detail while thinking of the big picture.
- Excellent writing, editing, and oral communication skills, in both English and Spanish.
- High level of initiative, with ability to accept supervision, work in a team and independently.
- Experience living or working in Central America, and knowledge of citizen security and rule of law issues, highly desirable.
- Additional job requirements: some international travel, long hours, and weekend work required

SALARY: \$5,150 per month, 100% employee paid healthcare, dental, vision, and life insurance. 13.33 hours of vacation and sick leave accrued monthly.

DEADLINE: As soon as possible.

START DATE: As soon as possible and duration is until December 2019.

TO APPLY: Please submit, in English, the following items in PDF form: cover letter, resume, and one, two page writing sample in English and Spanish. Please also include a list of two references with daytime telephone numbers and email addresses and send the application to employment@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. Due to the temporary nature of this position we regret that we cannot sponsor work permits.