



Executive Assistant

The Washington Office on Latin America (WOLA) seeks a detail-oriented Executive Assistant (EA) to the President to provide discreet and confidential executive level coordination and support. The EA will also serve as the principal liaison to the Board of Directors and will spearhead selected special initiatives of organizational importance at the direction of the President, all in a fast-paced human rights organization working in Washington and Latin America.

A successful candidate will have at least one year of full time executive assistant experience, exceptional organizational and problem-solving skills, will be a motivated self-starter with strong initiative, and will have the ability to manage multiple responsibilities with conflicting deadlines. The ideal individual will exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and have the ability to maintain a realistic balance among multiple priorities.

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 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 twenty-six, plus seven interns, and six fellows.

RESPONSIBILITIES:

1. Plan, coordinate, and ensure the President's schedule is followed and respected. Provide a "gatekeeper" and "gateway" role for direct access to the President's time and office. Manage the President's calendar, arrange meetings, and maintain constituent database record of his contacts and correspondence, providing context as needed to assist in discerning priorities among the many draws on his time.
2. Research, prioritize, and follow up on incoming issues and concerns addressed to the President, as assigned, including those of a sensitive or confidential nature. Recommend appropriate course of action, referral, or response.
3. Act as liaison to the Board of Directors including preparing all documents for the Board of Directors, maintaining relationships with Members, monitoring the function and actions of the Board Committees, helping design and implement improvements to board-related processes and systems, and planning four annual Board meetings, including one in Latin America.
4. Provide a bridge for smooth communication between the President's office and internal teams; demonstrating leadership to maintain credibility, trust, and support with senior management and staff.
5. Support the Management Team, including but not limited to scheduling and managing the agenda of weekly leadership meetings.

6. Serve as a partner in building the President's external profile in representation of the organization and WOLA's work across the region.
7. Work to support the fundraising and programmatic duties of the President.
8. Help the President draft memos, emails, and other materials as needed; edit, proofread, and format confidential documents.
9. Plan and coordinate the President's travel.
10. Other duties will be assigned depending on the President's and Board's needs and Assistant's abilities.

QUALIFICATIONS:

1. At least one year of previous full time work experience in an executive assistant role.
2. A demonstrated commitment to human rights and social justice in Latin America.
3. Advanced Spanish proficiency or above.
4. Strong written and oral communication skills.
5. A demonstrated ability to interact with colleagues and partners from diverse backgrounds, as well as awareness and sensitivity to cultural communication differences.
6. Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, Board Members, external partners, and donors.
7. Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with extreme attention to detail and the ability to see the big picture while functioning in the details.
8. Problem-solving, critical thinking, good judgment, and troubleshooting abilities are essential.
9. High level of initiative, with the ability to accept supervision, work in a team and independently, and handle confidential matters. Forward-looking thinker, who actively seeks opportunities and proposes solutions.
10. Ability to make informed, thoughtful decisions independently and follow through on projects with minimal oversight.
11. Event and/or trip planning experience a plus. Interest in nonprofit management desired.
12. Flexibility, ability to work in a fast-paced office environment with multiple priorities and deadlines.
13. Ability to handle various management styles.
14. Additional job requirements: overseas travel required; full-time position; some long hours and occasional weekend work required.

Benefits: Full health, dental, vision, and life insurance 100 percent paid by employer; 20 days annual vacation and 20 sick days.

Salary: \$55,000 to \$65,000

Applications Due: Receiving rolling applications

Start Date: ASAP

To apply: Please submit the following items in one PDF document: cover letter, resume, one-page English writing sample, one-page Spanish writing sample, and a list of three references with daytime

telephone numbers and emails to employment@wola.org. The cover letter and resume must be in English. The subject line of the email should be Executive Assistant.

-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 level of this position, we regret that it is not eligible for a work visa; we can only hire candidates currently authorized to work in the United States on a full-time basis.