



Advocacy for Human Rights in the Americas

Program Assistant for Citizen Security

The Washington Office on Latin America (WOLA) seeks an entry-level administrative staff person to work on the Citizen Security program. Through research, education and advocacy, the program seeks to promote comprehensive reforms to address the root causes of violence and insecurity and ensure effective and accountable police and judicial systems in Central America. The Program Assistant (PA) provides administrative support to senior staff within a fast-paced human rights organization working in Washington and in Latin America. Qualified candidates will demonstrate initiative, problem-solving skills, and the ability to communicate effectively in both English and Spanish. The PA position brings a committed individual into contact with the human rights, social justice, and foreign policy communities in Washington DC and Latin America.

WOLA is an organization in which everyone is self-motivated, goal-oriented, and passionate about our work. We are committed to what we do. Our leadership works hard to support us with a culture of innovation, collaboration, and excellence. WOLA has twice been recognized by Washingtonian Magazine as one of D.C.'s "Best Places to Work" and by The Washington Post as one of D.C.'s best-managed nonprofits. WOLA's office has a full-time staff of approximately 27, plus seven interns and six fellows.

Reports to: Director for Citizen Security

Supervises: At least one intern every semester

Responsibilities:

Administrative work (75%):

- Organize travel, meetings, and scheduling for program staff and delegations to/from the region.
- Copy-edit, format, and draft documents in both English and Spanish.
- Coordinate and organize public events and conferences.
- Assist in the coordination and carrying out of the activities of coalitions, delegations, and partner organizations.
- Manage an intern in coordination with the Intern Coordinator and Directors.
- Help to maintain consistent relations with Capitol Hill staff and NGOs in Latin America and in the United States.
- Other duties will be assigned depending on the program's needs and Assistant's abilities.

Research and Writing (25%):

- Monitor regional, internal/national, and international developments in Central America, with a focus on Guatemala, El Salvador, Honduras and Nicaragua. Subjects included are: political developments, human rights, security and rule of law, U.S. policy developments, and the situation faced by migrants.
- Conduct research and assist in the preparation of memos, articles and other materials.

- Contribute to the program's online presence by generating social media content; keeping program web page updated and assisting in posting pieces to WOLA website.
- Help with the production and distribution of reports, memos, and other materials.
- Develop press materials and conduct press outreach in coordination with the Communications team. Support fundraising efforts, including providing materials and narratives for grant applications and reports.

Qualifications:

- A demonstrated commitment to or experience with; human rights, social justice, democracy, and social justice in Latin America.
- Full written and spoken fluency in English and Spanish. Ability to consecutively interpret a plus.
- Excellent copy-editing, writing, editing skills, both in English and Spanish.
- Exceptional organizational and administrative skills, follow-through, attention to detail, and research skills. Event planning experience is ideal.
- High level of initiative as well as the ability to work in a team and with international coalitions.
- Flexibility: ability to work in a fast-paced, dynamic office environment with frequent international visitors.
- Additional job requirements: overseas travel required; full-time position; some long hours and weekend work required.

Salary: \$47,500, full health, dental, vision, and life insurance 100% paid by employer; four weeks annual vacation, office closed in-between Christmas and New Year's.

Applications due by: March 27th, will accept rolling applications

Start date: Mid-April preferred

To apply: Please submit, in English, the following items in one PDF document: cover letter, resume, a 1 page English writing sample and a 1 page Spanish writing sample, and a list of two references with daytime telephone numbers and email addresses to pasearch@wola.org.

-No phone calls please-

WOLA values a diverse workplace and encourages candidates from underrepresented and minority groups 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.