



Advocacy for Human Rights in the Americas

### **Director for Mexico and Migrant Rights**

The Washington Office on Latin America (WOLA) seeks a director level staff person to lead our Mexico program. The Director will lead the direction, research, and advocacy of the program while engaging the U.S. policy-making community, providing timely written analysis, developing media and public outreach strategies, supporting fundraising with the development team, and working in collaboration with counterpart organizations in the U.S. and Mexico. They will contribute to staff-wide discussions and initiatives on the major human rights and social justice challenges in the region, and on WOLA's strategies and priorities in responding to them. They will have initiative, excellent problem-solving skills, and the ability to communicate effectively in both English and Spanish. The position brings a committed individual into contact with the human rights, social justice, academic, religious, 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. Our office is currently remote through at least January of 2021 due to COVID-19 concerns. The selected candidate will be expected to move to the D.C. area once public health officials have determined that it is safe for the office to reopen.

**Reports to:** Vice President for Programs

**Supervises:** Program Assistant

#### **Responsibilities:**

- Monitor trends and developments on security, the rule of law, human rights, the situation of migrants and asylum seekers in Mexico, U.S.-Mexico relations, and U.S. policy toward Mexico and shaping WOLA responses and program adaptations.
- Develop and carry out education and advocacy efforts on Mexican policy with key policymakers in the U.S. Congress and the administration, as well as with Mexican government officials, providing educational and advocacy materials and developing public outreach strategies.
- Prepare briefs, memos, and articles for WOLA publications and other written materials as appropriate.
- Develop and maintain relationships with human rights organizations and civil society colleagues in Mexico and the U.S.

- Travel to Mexico to meet with partners, U.S. and Mexican government officials, and other stakeholders in areas related to WOLA's work, including: political developments, human rights, criminal justice reform and the rule of law, military and police reform, insecurity, and the situation faced by migrants and asylum seekers in Mexico.
- Participate in fundraising activities including but not limited to: speaking to prospective or current donors, attending donor events, and contributing to proposal and report writing.
- Represent WOLA in public forums and coordinate and execute events, conferences, delegations, seminars, online events, and other meetings as appropriate nationally and internationally.
- Participate in and contribute to staff-wide discussions about the challenges in the region, and appropriate WOLA responses. Playing a role in institutional advocacy efforts, as needed.
- Develop and implement effective advocacy strategies to meet programmatic goals.
- With the Communications team, develop press materials, editorial mailings, social media content, and participate in interviews with media outlets.
- Participate in WOLA's annual planning process, and carry out other institutional responsibilities as determined by the Vice President for Programs and the President.
- Other tasks as assigned.

**Qualifications:**

- At least eight years of commitment and experience with; human rights, democracy, and social justice in Mexico and Latin America.
- Full written and spoken fluency in English and Spanish.
- Exceptional organizational and administrative skills, follow-through, and attention to detail.
- Strong analytical, research, writing, and public speaking skills required, both in English and Spanish.
- 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.
- Supervisory and management experience.
- Additional job requirements: overseas travel required; full-time position; some long hours and weekend work occasionally required.

**Preferred Qualifications:**

- Experience with congressional and executive branch advocacy in the United States
- A Master's Degree or advanced degree in an applicable subject
- Past experience living in Mexico
- A background in advocacy and nonprofits

**Salary:** Our salary range is competitive and will be disclosed once an applicant is selected for a phone screening. Full health, dental, vision, and life insurance is 100% paid by employer; four weeks annual vacation, 5% retirement match at one year of employment, four weeks of sick leave, and twelve weeks of parental leave. The office is closed between Christmas and New Year's.

**Applications due by:** Accepting rolling applications with a due date of September 13<sup>th</sup>

**Start date:** October or November 2020

**To apply:** Please submit the following items in one PDF document to the email address [employment@wola.org](mailto:employment@wola.org):

1. A cover letter, in English, that states *if you now, or will in the future, require sponsorship for employment visa status to work for WOLA in the United States*
2. A resume, in English
3. A 2-page Spanish writing sample
4. A list of three references with daytime telephone numbers and email addresses

-No phone calls-

*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 current visa restrictions, it is possible that all eligible candidates must be currently authorized to work in the United States on a full time basis.*