



Advocacy for Human Rights in the Americas

Program Assistant

The Washington Office on Latin America (WOLA) seeks an entry-level administrative staff person to work with three programs; Women's Incarceration, Drug Policy, and Cuba. The Program Assistant (PA) provides administrative, research, and advocacy support to senior staff within a fast-paced human rights organization working in Washington, D.C. and in Latin America. Qualified candidates will demonstrate initiative, problem-solving skills, and the ability to communicate effectively in both English and Spanish. The Women's Incarceration program collaborates closely with women who have been in prison, taking an intersectional approach, and requires an understanding of gender-related issues, including violence against women and the specific challenges faced by the LGBTQIA+ community. The PA position brings a committed individual into contact with the human rights, social justice, feminist, and foreign policy communities in Washington, D.C. 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 April 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: Director for Drug Policy and the Andes, Director for Special Initiatives, and a Senior Fellow

Supervises: One-half to one Intern each semester

Responsibilities:

Administrative Work (50%):

- Support the production, editing, and distribution of reports, memos, translations, and other materials.
- Coordinate and organize public events and conferences.
- Assist in coordinating and facilitating the activities of coalitions, delegations, and partner organizations.

- Contribute to the programs' online presence by drafting social media content and using Wordpress to keep the program webpages updated.
- Organize travel, meetings, and scheduling for program staff and delegations to/from the region.
- Manage an intern in coordination with the Intern Coordinator and Director.

Research and Writing (35%):

- Monitor developments that take place across Women's Incarceration policy, Drug Policy, other developments in the Andean countries, and Cuba policy. Topics relate to: political developments, human rights, issues related to women's incarceration, criminal justice reform and the rule of law, and the impact of U.S. foreign policy.
- Draft press materials, in both English and Spanish, and conduct press outreach in coordination with the Communications team.
- Support fundraising efforts, including providing materials and narratives for grant applications and reports.
- More substantial research and writing duties will be assigned depending on the program's needs and the PA's abilities.

Direct Advocacy (15%):

- Attend meetings with Capitol Hill staff, State Department officials, Latin American government officials, international bodies, and other policy makers.
- Help maintain consistent relations with these officials, by coordinating Hill briefings and meetings, as well as drafting email updates, letters, and other documents.

Qualifications:

- A demonstrated commitment to, or experience working on issues related to: human rights, social and racial justice, democracy, and social justice in Latin America.
- Sensitivity to working with individuals who have experienced racial or gender-based violence, and those who have been impacted by the criminal justice system.
- Full written and spoken fluency in English and an advanced level of Spanish. Ability to conduct simultaneous interpretation a plus.
- Must be able to work well with multiple simultaneous deadlines and supervisors.
- Excellent research, writing, editing, and written translation skills, both in English and Spanish.
- Exceptional organizational and administrative skills, follow-through, and attention to detail.
- Flexibility; ability to work in a fast-paced, dynamic office environment with frequent international visitors.
- Experience working with Twitter and social media is a plus.

- Experience working with communities that have faced violence and/or systemic inequities a plus.
- 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 of annual vacation, four weeks of sick leave, and the week off between Christmas and New Year's.

APPLICATIONS DUE BY: October 3rd, 2020

START DATE: November 2020

To apply: Please submit, in English, the following items in one PDF document: cover letter, resume, a 2-page English writing sample, and a list of two references with daytime telephone numbers and email addresses to pasearch@wola.org. During the interview process, Spanish speaking, and writing skills will be tested for proficiency.

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