



Advocacy for Human Rights in the Americas

Sally Yudelman Internship

The Washington Office on Latin America (WOLA) seeks three (3) current college students to work as interns in our office. For the Spring of 2021 this position will be completely remote. WOLA's Internship Program is named in honor of Sally Yudelman for her commitment and contribution to WOLA and the cause of social justice. Following Sally's example, we hope to provide unique mentoring opportunities through internships, encouraging the next generation to get involved in advocating for human rights and social justice in Latin America. Our former interns can be found around the world working as congressional aides, lawyers, human rights advocates, journalists, and members of WOLA's Management team. This position is a mixture of research, analytical, and administrative work with multiple programmatic teams, as well as our communications, development, and operations teams. This is an ideal position for someone who would like to learn about advocacy, foreign policy, and how a small nonprofit works. Each intern will be paired with multiple staff members and programs depending on their interests and background as well as WOLA's needs.

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 was recognized twice 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's office has a full-time staff of approximately 27, plus seven interns and seven fellows.

Reports to: Internship Coordinator and Program Assistant(s)

Responsibilities:

Supporting WOLA's Teams:

- Translate press releases, videos, and other documents and media when needed
- Research various topics for memos related to human rights and Latin America
- Help to produce WOLA send outs to go out to our followers
- Call various legislative offices to inform them of recent or upcoming events related to our work
- Work with the communications team to assist with social media, WOLA's website, and content development.
- Work with the development team to learn about fundraising opportunities, email campaigns, and database management.

Intern Project:

- Work on your intern blog post to be published on the WOLA internship website
- Attend informational meetings with staff members and partners

Qualifications:

- A clear interest in human rights and social justice; experience or interest in Latin America.
- Fluency in written and spoken English; at least advanced proficiency in written and spoken Spanish. Knowledge of Portuguese a plus.
- Excellent organizational and administrative skills, follow-through, and ability to work with multiple responsibilities and deadlines.
- Must be a current student.
- Flexibility; ability to work in a fast-paced, dynamic remote environment.
- Previous experience or knowledge of communications and development is a plus

Salary and time expectation: All interns will be expected to work at least 20 hours per week and no more than 25 hours. All interns will receive \$18 per hour.

Dates:

Spring Internship: Mid January to Mid May

Summer Internship: Early June to Early August

Fall Internship: Late August to Early December

Applications due by:

Spring Internship Deadline: November 20th

Summer Internship Deadline: March 1st

Fall Internship Deadline: June 1st

To apply:

Please submit the following in a single PDF document to internapp@wola.org.

1. Resume in English
2. Cover Letter in which you state:
 - a. Your specific dates of availability and number of hours you will be available to work
 - b. Your particular interest in specific programs, communications, or development
 - c. Why you want to intern at WOLA and your level of Spanish
3. Two writing samples; one in English and one in Spanish on a writing topic of your choice (no more than 2 pages each)