



Advocacy for Human Rights in the Americas

Operations Associate

The Washington Office on Latin America (WOLA) seeks an administrative staff person whose skills can support the operations and finances of the organization. The Operations Associate (OA) will work closely with the Vice President for Finance and Operations and have the opportunity to learn the full scope of organizational operations. Qualified candidates will have initiative, excellent problem-solving skills, and great attention to detail. This position is ideal for those with an interest in nonprofit administration, office management, or finances.

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. Our office is currently remote through at least April of 2021 due to COVID-19 concerns. Due to the nature of this position the candidate will be expected to go into our office for one day every week. No other staff member will be allowed into the office at this time and mask wearing will be required.

Reports to: Vice President for Finance and Operations

Responsibilities:

Financial Support (40%):

- Manage ongoing accounts payable, vendor invoices, and check requests.
- Record electronic and check donations; assist with annual audit by producing schedules and reports.

Office Management (40%):

- Provide general office support to staff and visitors.
- Point person for maintenance, mailing, shipping, supplies, equipment, bills and errands.
- Liaise with building management on all facility-related issues.
- Coordinate electronic and paper archives; research improvements for systems and processes in the office; update electronic Standard Operating Procedure manual.
- Works with the interns and Internship Coordinator to ensure office supplies are maintained, phones are answered, and visitors are greeted.

IT Lead (20%):

- Liaise with IT consultants to ensure appropriate execution of technology solutions.

- Works with the VP for Finance and Operations to develop and implement a forward-thinking IT plan, including new systems and equipment as needed.
- Manages and supports the use of multiple electronics in the office including; printers, fob key system and electronic locks, computers, and conference call set ups.

Qualifications:

- A clear interest in human rights and social justice; experience or interest in Latin America.
- Excellent organizational and administrative skills, follow-through, and meticulous attention to detail.
- Ability to successfully manage multiple responsibilities and deadlines.
- Familiarity and comfortableness with Excel and Google Sheets required, knowledge of Quickbooks recommended.
- Proactive problem solving and intuition to improve processes.
- Demonstrated technical savvy, including experience using Mac, PC, and cloud-based systems.
- Finance, bookkeeping, and/or accounting background preferred.
- Fluency in written and spoken English required; knowledge of Spanish a plus.
- Flexibility; ability to work in a fast-paced, dynamic office environment with frequent international visitors.

Salary: \$50,000, full health, dental, vision, and life insurance 100% paid by employer; four weeks annual vacation and the week off between Christmas and New Year's.

APPLICATIONS DUE BY: November 18th, accepting rolling applications.

START DATE: Mid to late December.

To apply: Please submit, in English, the following items in one PDF document: cover letter, resume, 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 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.