



Advocacy for Human Rights in the Americas

### **Part-time Director for Cuba**

The Washington Office on Latin America (WOLA) seeks a motivated and knowledgeable individual to manage WOLA's program on Cuba and U.S. relations with Cuba. This involves congressional and administration advocacy, media and public education, and keeping in contact with academics and others in Cuban society. The candidate should understand U.S. foreign policy-making toward Latin America, as well as knowledge of Cuba and the U.S.-Cuba relations. This is an exempt position that will work an estimated 20 hours a week to implement WOLA's established Cuba program, and update it in the context of changes in U.S. policy and developments on the island. WOLA supports normalization of U.S.-Cuban relations, and expanded dialogue between the U.S. and Cuba. Activities include implementing and updating a congressional education and outreach strategy for WOLA, engaging the U.S. policy-making community on developments in Cuba, providing timely written analysis, working with WOLA's communications and development teams on media and public outreach and fundraising strategies for the Cuba program, and working in collaboration with partners in the U.S. and Cuba. They should have initiative, excellent problem-solving skills, and the ability to communicate effectively in both English and Spanish.

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 staff 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 three interns, and six fellows. Our office is currently remote through at least July of 2021 due to COVID-19 concerns. The selected candidate will be expected to be able to be physically present in WOLA's DC office once public health officials have determined that it is safe for the office to reopen.

**Reports to:** Vice President for Programs

**Supervises:** Program Assistant for Cuba, whose time is shared with two other programs.

**Responsibilities:**

- Develop and carry out education and advocacy efforts with key policymakers in Congress and the administration on U.S.-Cuba policy, working closely with colleagues in other organizations at the national and local levels.
- Monitor U.S. policy toward Cuba and changing dynamics in key U.S. constituencies.
- Prepare briefs, memos, and articles for WOLA publications and other written materials as appropriate.
- Represent WOLA in meetings and events.
- Coordinate WOLA's media work around the Cuba program, including the production of press and social media materials.

- Prepare planning documents as needed; participate in WOLA's annual planning process, and carry out other institutional responsibilities as appropriate.
- Manage the program's budget.
- Participate in fundraising efforts as determined by the President and Vice President for Programs.

**Qualifications:**

- At least 8 years of experience working with human rights, democracy, and social justice issues involving Cuba or other Latin America issues.
- Full written and spoken fluency in English and Spanish.
- Knowledge of U.S.-Cuban relations; experience studying or traveling to Cuba preferred.
- Familiarity with U.S. policy toward Latin America, as well as an ability to analyze policy and legislation through a human rights lens.
- Understanding of the congressional and administration policy making process.
- Strong analytical, writing, and public speaking skills required, both in English and Spanish.
- Excellent organizational and analytical skills, follow-through, and attention to detail.
- Flexibility; ability to work in a fast-paced, dynamic office environment with frequent international visitors.
- Additional job requirements: some overseas travel required when public health conditions permit; some long hours and weekend work occasionally required.

**Preferred Qualifications:**

- A background in advocacy and/or nonprofits.
- An advanced degree in an applicable subject.

**Salary:** \$45,000-\$50,000 yearly, on a half-time basis. This position is a part-time position for the foreseeable future. We are looking for someone who can work an estimated 20 hours a week. While flexible, the position will require meetings with colleagues and policy makers, during traditional work hours. Benefits include 80 hours of annual vacation, a 5% retirement match at one year of employment, and 80 hours of sick leave. The office is closed between Christmas and New Year's.

**Deadline:** March 31st, accepting rolling applications.

**Start Date:** Spring 2021

**To apply:** Please submit, in English, the following items in one PDF document: cover letter, resume, two-page policy-related writing sample, and a list of two references with daytime telephone numbers and emails. Send your application to [employment@wola.org](mailto:employment@wola.org) with the subject line "Cuba Program Director."

-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, prior record of arrest or conviction, caregiver status, 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.*