Executive Assistant to the President

The Washington Office on Latin America (WOLA) seeks a detail-oriented Executive Assistant (EA) to support the President by providing coordination assistance with day-to-day scheduling, logistics, and occasional content-related support. The EA will also provide administrative support to the Board of Directors. A successful candidate will have at least three years of full time EA experience, exceptional organizational and problem-solving skills, and have the ability to manage multiple responsibilities with conflicting deadlines. The ideal individual will exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and have the ability to maintain a realistic balance among multiple priorities.

WOLA is an organization that values upholding human dignity and making space for unheard voices. We are passionate about our work and strive to make our organization a healthy and safe space for all to work at and feel supported. We support our staff with a culture of innovation, collaboration, understanding, and integrity. WOLA was recognized by Washingtonian Magazine twice 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 staff of twenty-eight, three interns, and six Senior Fellows. Our office is currently remote due to COVID-19 concerns. The selected candidate will be expected to be physically present in WOLA’s DC office as of September 2021.

Reports to: President

Responsibilities:

Administrative Support, 70%
- Manage the President’s calendar, arrange meetings, and maintain constituent database records of her contacts and correspondence.
- Plan, coordinate, and ensure the President’s schedule is followed and respected. Provide a “gatekeeper” and “gateway” role for direct access to the President’s time and office.
- Provide a bridge for smooth communication between the President’s office and internal teams; demonstrating leadership to maintain credibility, trust, and support with senior management and staff.
- Prepare documents for the Board of Directors and coordinate logistics for virtual and in-person Board meetings, including one in Latin America each year. Take notes at Board meetings and ensure the President is aware of Board requests or needs.
- Help the President draft memos, emails, and other materials as needed; edit, proofread, and format documents.
- Support the Management team, including scheduling and managing the agenda of the weekly leadership meetings.
- Plan and coordinate the President’s travel.
- Other duties will be assigned depending on the President’s needs and Assistant’s abilities.

Programmatic Support, 30%
- Support the Vice President for Programs on special projects as assigned.
- Support the communications team in building the President’s external profile on social media and send-outs. Draft tweets and other social media for the President as needed.
- Work to support the fundraising and programmatic duties of the President.
• Research, prioritize, and follow up on incoming issues and concerns addressed to the President, as assigned, including those of a sensitive or confidential nature.
• Help the President research organizations and human rights issues in Latin America. Provide her with summaries and speaking points when necessary.
• Attend meetings with staff, partners, government officials, and/or human rights organizations at the President’s request. Take notes and keep the President abreast of new developments.

Qualifications:
• At least three years of previous full-time work experience in a similar role. Must have experience managing others calendars.
• A demonstrated commitment to human rights and social justice in Latin America. Experience living or working in Latin America is a plus.
• English fluency and advanced Spanish proficiency required.
• Strong written and oral communication skills in English needed, including copy-editing knowledge.
• A demonstrated ability to interact with colleagues and partners from diverse backgrounds, as well as awareness and sensitivity to cultural communication differences.
• Strong interpersonal skills and the ability to build relationships with teams.
• Organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with attention to detail.
• Event and/or trip planning experience is a plus.
• Must have authorization to work in the United States. Additional job requirements: overseas travel required; full-time position; some long hours and occasional weekend work required.

Salary: $50,000-$55,000. Full health, dental, vision, and life insurance 100% paid by employer; four weeks annual vacation, four weeks sick leave, 5% retirement match at one year of employment, and twelve weeks of parental leave. The office is closed between Christmas and New Year’s.

Deadline: June 30

Start Date: Summer 2021

To apply: Please submit the following items in one PDF document: cover letter, resume, one-page English writing sample, one-page Spanish writing sample, and a list of three references with daytime telephone numbers and emails to employment@wola.org. The cover letter and resume must be in English. The subject line of the email should be “Executive Assistant”.

- 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.