



Advocacy for Human Rights in the Americas

Program Assistant for the Mexico Program

The Washington Office on Latin America (WOLA) seeks an entry-level administrative staff person to work with the Mexico program. The Program Assistant (PA) provides administrative, research, and advocacy support to senior staff within a fast-paced human rights organization working in Washington and in Latin America. Qualified candidates will demonstrate initiative, problem-solving skills, and the ability to communicate effectively in both English and Spanish. The PA position brings a committed individual into contact with the human rights, social justice, and foreign policy communities in Washington, D.C., and Latin America.

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 late Fall 2021.

Reports to: Director for Mexico and Migrant Rights

Supervises: One intern each semester

Responsibilities:

Administrative Work (50%):

- Help with the production, editing, and distribution of reports, memos, and other materials.
- Manage an intern in coordination with the Intern Coordinator and Director.
- Coordinate and organize public events and conferences.
- Organize travel, meetings, and scheduling for program staff and delegations to/from the region (depending on circumstances of COVID-19).
- Assist in facilitating the activities of coalitions, delegations, and partner organizations.
- Contribute to the program's online presence by drafting social media content and using WordPress to keep the program webpage updated.

Research and Writing (35%):

- Monitor developments that take place in Mexico and at the U.S.-Mexico border, as well as developments in U.S. foreign policy toward Mexico. Topics include political developments, human rights, criminal justice reform and the rule of law, military and police reform, insecurity, humanitarian crises, and the situation faced by migrants and asylum seekers in Mexico.
- Draft press materials, in both English and Spanish, and conduct press outreach in coordination with the Communications team.
- Draft letters to Mexican and US officials on select human rights cases and situations.
- 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, Mexican government officials, and other policymakers.
- 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 justice, democracy, and social justice in Latin America.
- Full written and spoken fluency in English and Spanish.
- Excellent 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.
- Additional job requirements: overseas travel required; full-time position; some long hours and weekend work required.
- *Please note: Due to the Assistant 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 fulltime basis.*

Preferred Qualifications:

- Knowledge of Mexico and specifically any of the following topics: human rights, security policies, migration, or the criminal justice system.
- Previous experience living and/or working in Mexico.
- Experience with event planning and human rights research. ● Experience working with InDesign and WordPress.
- The ability to conduct simultaneous interpretation is a plus.

Salary: \$47,500. Benefits include full health, dental, vision, and life insurance 100% paid by employer; four weeks annual vacation, 5% retirement match at one year of employment, four weeks of sick leave, and twelve weeks of parental leave. The office is closed between Christmas and New Year's.

APPLICATIONS DUE BY: October 18th

START DATE: Late November/December 2021

To apply: Please submit, in English, the following items in one PDF document: cover letter, resume, a 2-page English writing sample, a 2-page Spanish 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 currently authorized to work in the United States on a full-time basis.