



Research Specialist for Central America, Temporary

The Washington Office on Latin America (WOLA) seeks a motivated and detail-oriented individual to manage and lead our Central American Monitor (CAM) project. Our Central America program works to promote comprehensive reforms to address the root causes of violence and ensure effective and accountable judicial systems. The CAM will be used to evaluate the progress that El Salvador, Guatemala, and Honduras are making in the fields of justice and security reform, combating corruption, protection of human rights, and transparency using a variety of indicators. The Research Specialist will oversee day-to-day research, data analysis, report production, and dissemination of findings and reports under the guidance of the Director for Central America and in coordination with regional counterparts. The right candidate should have initiative, excellent problem-solving skills, project management experience, and the ability to communicate effectively in both English and Spanish. This position will be temporary for 6 months, likely November 2021 thru May 2022.

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.

Reports to: Director for Central America

Responsibilities:

- Coordinate and maintain regular communication with CAM partners in Guatemala, Honduras, and El Salvador.
- Oversee the collection, initial analysis and organization of qualitative and quantitative indicators, including official information requests to Central American government agencies.
- Maintain an extensive database of research, interviews, reports, and data.
- Manage the CAM's website; update the site with annual datasets, reports, and key findings.
- Assist with the distribution of reports and other Monitor-related materials.
- Coordinate with partners to present the key findings of the Monitor to policymakers in the United States and the region.
- Develop and maintain relationships with human rights organizations and civil society colleagues in the region and in the U.S. Travel to the region as needed for project-related activities and when public-health conditions permit.
- Work with the Director and WOLA's Development team in drafting and revising project reports to submit to funders.

- Manage one or more research interns.
- Other tasks as assigned and needed.

Qualifications:

- Full written and spoken fluency in English and Spanish.
- 2-5 years of project management skills, data management and data analysis experience, critical thinking, good judgment, and problem-solving abilities are essential.
- A demonstrated commitment to working on human rights, democracy, and social justice issues involving Central America.
- Strong analytical, writing, and public speaking skills are required, both in English and Spanish.
- Flexibility; ability to work in a fast-paced, dynamic office environment with frequent international visitors.
- Additional job requirements: some overseas travel is required when public health conditions permit; some long hours and weekend work are occasionally required.

Preferred Qualifications:

- Written translation experience is highly desired.
- Past experience living and/or working in Central America.
- Familiarity with U.S. policy toward Latin America, as well as an ability to analyze policy and legislation through a human rights lens

Salary: \$5,416.67 monthly. While flexible, the position will require meetings with colleagues and/or policymakers, during traditional work hours. Benefits include full health, dental, vision, and life insurance 100% paid by employer, as well as 10 days of vacation and 10 days of sick leave. The office is closed between Christmas and New Year's.

Applications due by: We will review applications on a rolling basis with the goal of hiring someone by the end of October.

Start date: As soon as possible.

To apply: Please submit the following items in one PDF document: a cover letter and resume in English, a 2-page Spanish writing sample, and a list of two references with daytime telephone numbers and email addresses to employment@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, prior record of arrest or conviction, caregiver status, gender identity or expression, family responsibilities, or any other status protected by applicable law.