



Communications Assistant

The Washington Office on Latin America (WOLA) seeks an entry-level, detail-oriented Communications Assistant (CA) to provide support for the communications team within a fast-paced human rights organization working in Washington and in Latin America. A qualified candidate should have a passion for innovation and keeping up with today's rapidly changing world of communications, including social media and digital technologies. In addition, the CA should have excellent problem-solving skills, and the ability to communicate effectively in both English and Spanish. This position is perfect for a candidate that wants to gain experience in a variety of different tasks to find their niche or field in the future.

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 early 2022.

Reports to: Vice President for Communications

Supervises: One intern each semester

Responsibilities:

- Work closely with the Vice President for Communications and team to support powerful communications campaigns, including, but not limited to helping with podcast script writing, drafting social media content, running ads, and being the point of contact for partners and social leaders in the region.
- Draft regular metric reports analyzing WOLA's press outreach, digital advocacy, and marketing campaigns.
- Manage media interview requests and keep track of WOLA press mentions. This may involve running our press account out of traditional work hours in response to emergency situations. This will be done in conjunction with all others on the communication teams.
- Help copy-edit press releases, media advisories, opinion pieces, and pitches to the media in both English and Spanish.

- Assist in producing social media content on a variety of platforms.
- Run ads on Twitter, Facebook, Instagram, Google Ads, and other social media platforms.
- Assist in the maintenance of WOLA's website and various external blogs in coordination with external vendors and other program staff.
- Liaise with communications vendors as needed.
- Train staff on communications equipment, technologies, and processes. Help staff with virtual and in-person events' technology.
- Depending on experience, knowledge, and COVID-19 protocol: Assist with event setup, video shooting, live-streaming, and the production of videos and photos.

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, copy-editing, and written translation skills, both in English and Spanish.
- Problem-solving skills, critical thinking, good intuition, attention to detail, and troubleshooting abilities are essential.
- Additional job requirements: overseas travel required when public health conditions permit; full-time position; some long hours and weekend work required.
- *Please note: 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.*

Bonus Qualifications:

- Previous experience living and/or working in Latin America and knowledge of the region.
- Experience working with InDesign, WordPress, and Google Analytics.
- Photography and video experience.
- Experience in working with the press and running social media ads.

Salary: \$47,500. Benefits include full health, dental, vision, and life insurance 100% paid by WOLA; 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: Rolling applications with the final deadline of November 30th.

START DATE: January 2022

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.