



Advocacy for Human Rights in the Americas

### **Program Assistant for the Colombia Program**

The Washington Office on Latin America (WOLA) seeks an entry-level person to act as the Assistant to the Director who leads our work on Colombia. The Program Assistant (PA) will provide administrative support to the Director and the program with event planning, booking travel, and calendar management. This position will work with staff across the organization, receive an introduction to the nonprofit advocacy world, and meet human rights, social justice, and foreign policy communities in Washington D.C. and Latin America. Qualified candidates should demonstrate a passion for social justice and anti-racism, have excellent editing skills, and thrive handling logistics for events and travel. They should feel comfortable communicating in English and Spanish with various people and groups worldwide.

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 in and feel included. We support our staff with a culture of innovation, collaboration, understanding, and integrity. WOLA has been recognized by Washingtonian Magazine twice as one of D.C.'s "Best Places to Work" and by The Washington Post as one of D.C.'s best-managed nonprofits. We have an office of twenty-seven staff, three interns, and six senior fellows. Due to WOLA's type of advocacy work, our roles are hybrid, and all employees must work from the office an average of two days per week.

**Reports to:** Director for the Andes

**Supervises:** One intern in tangent with the Internship Coordinator

#### **Responsibilities include but are not limited to:**

##### *Administrative Tasks (70%):*

- Organize travel, meetings, and scheduling for program staff and delegations to/from the region.
- Coordinate and organize virtual, hybrid, and in-person events and conferences.
- Copy-edit and format documents in Spanish and English.
- Plan and assist in coordinating and carrying out the activities of coalitions, delegations, and partner organizations.
- Help maintain consistent relations with Capitol Hill staff, reporters, and NGOs in Latin America and the United States.
- Assist the Director with her calendar and other logistics as necessary.
- Support fundraising efforts, including providing materials and narratives for grant applications and reports.
- Support communications efforts, including generating social media content and posting pieces to the website.

##### *Translation (15%):*

- Act as a translator for visitors and others while attending events.
- Copy-edit, format, and edit documents that the Director has drafted in both Spanish and English.
- Translate a variety of articles and topics into English and/or Spanish.

*Research (15%):*

- Monitor regional and international developments; subjects included are Colombian political developments, the rights of Afro-Colombians and indigenous peoples, extrajudicial killings, internally displaced persons and refugees, dismantling of illegal armed groups, LGBTQ rights, the peace implementation, and others.
- Other duties, including research, writing, and direct advocacy, will be assigned depending on the program's needs and the Assistant's abilities.

**Qualifications:**

- Full written and spoken fluency in English and Spanish. We will not consider applicants that are below fluent level in either. Experience with consecutive interpretation and/or Portuguese are pluses.
- A demonstrated commitment or experience with racial justice, human rights defenders, the rights of afro-decedents and indigenous communities, the negotiated peaceful solution of illegal armed groups, and/or justice for victims of human rights abuses.
- Excellent copy-editing and writing skills in English and Spanish.
- Exceptional organizational and administrative skills, follow-through, and attention to detail. Event planning experience is ideal.
- Someone who can take a process or procedure and improve it to become more efficient.
- *Please note: Due to the level of this position, we cannot sponsor a candidate; we can only hire candidates currently authorized to work in the United States on a full-time basis.*
- Additional job requirements: possible overseas travel; full-time position; some long hours and weekend work required.

**Salary:** \$47,500. Benefits include full health, dental, vision, and life insurance 100% paid by WOLA; four weeks of 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 and has a three-day weekend every month.

**Deadline:** May 23rd. We hope to begin a selection process in late June with a start date of early August.

**To apply:** Please submit, in English, the following items in a PDF format: cover letter, resume, two-page English writing sample, a two-page Spanish writing sample, and a list of two references with daytime telephone numbers and emails. Send your application to [pasearch@wola.org](mailto:pasearch@wola.org) with the subject line "Colombia PA." All applicants will receive an automatic email confirming the receipt of their materials (check your spam account if you have not). Due to the number of applications we receive, we will only contact applicants if they are moved forward in the process.

**-No phone calls or personal emails-**

*WOLA values a diverse workplace and inclusive culture; we encourage applications from a variety of individuals, even if you don't meet 100% of the qualifications. 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, socio-economic circumstance, record of arrest or conviction, or any other status protected by applicable law.*