



## **Program Assistant for the Venezuela 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 Venezuela. The Program Assistant (PA) will provide administrative support to the Director and the program with event planning, booking travel, calendar management, clerical duties, and logistical support. 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, human rights in the Americas, and anti-racism. They should have excellent organizational skills, the ability to learn new administrative tasks, and thrive handling logistics for events and travel. They should feel comfortable communicating in English and Spanish with various people and groups worldwide particularly across the Americas.

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 are expected to work from the office two days per week.

**Reports to:** Director for Venezuela

**Supervises:** One Intern in tandem with the Internship Coordinator

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

#### *Administrative Tasks (80%):*

- 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, format, translate, and occasionally draft documents in Spanish and English.
- Assist the Director with their calendar and other logistics as necessary.
- Help design graphics and charts, as well as layout written publications for printing in Adobe InDesign.
- Edit and transcribe audio interviews, occasionally helping edit podcasts in Audacity.
- Support fundraising efforts, including editing and providing materials and narratives for grant applications and reports.
- Support communications efforts, including generating social media content, digital send-outs, and posting pieces to the website.
- Act as a liaison between the Director and media requests.

#### *Research and Advocacy Assistance (20%):*

- Monitor relevant developments in the hemisphere; subjects included are U.S. foreign policy to Venezuela, sanctions policy; political dynamics; judicial independence; LGBTQ rights; the rights of Venezuelan migrants

and refugees; repression and closing of civic space; systemic torture, extrajudicial killings, and other crimes against humanity; and arbitrary detentions in Venezuela.

- Help maintain consistent relations with U.S. policymakers, reporters, and NGOs in Latin America and the United States. Plan and assist in coordinating and carrying out the activities of coalitions, delegations, and partner organizations.
- Assistance in advocacy meetings, including note-taking, supporting the Director with additional translation for attendees, and participating in coalition calls as needed.
- Manage and update multiple databases using Microsoft Excel and Google Sheets promptly.
- 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 proficiency in English and Spanish. We will not consider applicants that are below the proficient level in either. Experience with interpretation is a plus.
- Demonstrated experience with advocacy and/or volunteering regarding social justice or human rights causes.
- An interest in and commitment to understanding Venezuela's political and humanitarian crisis, refugee and migrant rights, human rights, and the need to advance a peaceful restoration of democracy.
- 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.
- ***Please note: Due to the level of this position, we cannot apply for a work visa or sponsor a candidate; we can only hire candidates currently authorized to work in the United States on a full-time basis.***
- Additional job requirements: 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:** June 15, 2022, we hope to begin a selection process in late June with a start date of mid-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 "Venezuela 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.*