



Advocacy for Human Rights in the Americas

Program Assistant for the Mexico, Migration and Border Security Programs

Who we are: The Washington Office on Latin America (WOLA) is a leading research and advocacy organization advancing human rights in the Americas. We envision a future where public policies protect human rights and recognize human dignity. We create strategic partnerships with courageous people making social change: advocacy organizations, academics, religious and business leaders, artists, and government officials. We are passionate about our work and strive to make our organization a healthy and safe space for all to work and feel appreciated. WOLA supports our staff with a culture of innovation, collaboration, understanding, and integrity.

Our Mexico program works to strengthen the rule of law and protect human rights within Mexico by working with partners to increase governmental accountability and put forward evidence-based policy suggestions. We advocate for U.S.-Mexico cooperation to prioritize positive reforms to civilian security and justice institutions. Our Migration and Border Security program uses data analysis and fieldwork to document the human rights impacts of U.S. southern border policy and institutional practices. We propose measures to increase respect for the rights and safety of migrants and asylum seekers at the border and throughout the region.

Your role: This entry-level role will be an assistant to the Directors that lead our work on Mexico and Migration and Border Security. The Program Assistant (PA) will provide administrative support to the Directors and their programs with event planning, booking travel, clerical duties, database management, webinars and in-person meeting support, and other logistical support. This position will work with staff across the organization, receive an entry-level 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 attention to detail, copy-editing skills, and thrive having different logistical tasks on their to-do list.

Reports to: Director for Mexico and Director for Defense Oversight

Supervises: One to two interns a year, in tandem with the Internship Coordinator

Responsibilities:

Administrative Work (70%):

- Organize travel, meetings, and scheduling for program staff and delegations to/from the region.
- Copy-edit, format, and occasionally draft documents in Spanish and English.
- Conducting note-taking in meetings and assisting in internal impact monitoring efforts.
- Manage an intern in coordination with the Intern Coordinator and Directors.
- Coordinate and organize public events and conferences, including webinars and delegations in the U.S. and abroad.
- Monitor databases and input new data based on research and recent news.
- Support various Operations and Human Resources efforts, including credit card receipts, timesheets, requesting payments for translators, and general office duties.

Research, Writing, and Advocacy (30%):

- Monitor developments in Mexico and at the U.S.-Mexico border, as well as developments in U.S. foreign policy toward Mexico. Topics include political actions, human rights, criminal justice reform and the rule of law, military and police reform, insecurity, humanitarian crises, and the situation migrants and asylum seekers face in Mexico and at the border.

- Draft letters to Mexican and U.S. officials on select human rights cases and situations.
- 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.
- Assist in advocacy meetings, including note-taking, translations, and participating in calls as needed.
- Support fundraising efforts, including maintaining tracking documents, and drafting 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.

Qualifications:

Note: We view this section as a guide, not a checklist. We encourage you to apply even if you don't satisfy every bullet on this list. The ideal candidate must align with our [values](#).

- Full written and spoken fluency in English and a minimum of Advanced written and spoken Spanish are required.
- A demonstrated commitment to or experience working on issues related to human rights, democracy, and social justice in Latin America, specifically Mexico.
- Excellent writing, editing, and translation skills, both in English and Spanish.
- Exceptional organizational skills, follow-through, and attention to detail.
- Ability to or experience working with a wide variety of people from different cultural backgrounds.
- Flexibility; ability to work in a fast-paced, dynamic office environment with frequent international visitors.
- Experience with any of the following: event planning, human rights research, database management, InDesign, and WordPress.
- 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 full-time.**
- Office Culture: Our office setting is flexible and hybrid, meaning you must be in the greater DMV area for advocacy purposes; however, you are not required to work from the office daily. Staff are encouraged to go in 1-2 days a week based on their tasks and program needs. There will be meetings and events that require your in-person attendance.

Salary: \$49,000-51,000, dependent on previous experience. Benefits include platinum healthcare, dental, vision, and life insurance 100% paid by WOLA; four weeks of annual vacation, a 5% retirement match at one year of employment, four weeks of sick leave, and twelve weeks of paid parental leave. The office is closed between Christmas and New Year's.

Application due date: September 19, 2022 with a preferred start date of November/December 2022.

To apply: Please submit a 1-2-page resume, in English, and a 1-2-page cover letter, one copy in English and one in Spanish. This cover letter should indicate why you are interested in working with both the Mexico and Border Security teams. Email these to pasearch@wola.org. During the interviews, your Spanish speaking and writing skills will be tested for proficiency. If we are interested in your resume, you will receive an email within two weeks of your application.

-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.