



Editorial Director

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 securing 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 communications team is made up of a small, but dedicated team across the Americas, including a Vice President, two consultants, and an occasional intern. The team is responsible for managing WOLA's public presence and facilitating content production including but not limited to commentaries, opinion pieces, Q&As, media advisories, joint statements, and videos, among others.

Your role:

The Editorial Director will lead the development and production of WOLA's public-facing content. This will include working with programmatic staff to develop written and multimedia content relating to human rights and social justice in Latin America, managing an editorial calendar, and pitching stories to media outlets in the U.S. and Latin America. The Editorial Director will also be responsible for administrative tasks, including financial-related, on behalf of the Communications and Editorial team. They will work closely with consultants located across the hemisphere to manage multi-media production and social media as needed. This position will also work with staff across the organization 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 aim for innovation and keep up with today's rapidly changing world of communications.

Reports to: Vice President for Communications and Outreach

Supervises: Up to three consultants and their contracts.

Responsibilities include but are not limited to:

Content Planning and Development (50%):

- Implement detailed, forward-looking multimedia editorial calendars using Asana to coordinate a timely flow of content production.
- Collaborate closely with program staff to produce content relevant to WOLA's work. Draft and/or edit commentaries, reports, fact sheets, and other written products with a view toward maximizing their readability, appeal, content accuracy, and adherence to WOLA's style guide.
- Work with consultants and program staff to develop ideas for multimedia content. Ensure content promoted via WOLA's social media platforms is engaging, accurate, and in line with WOLA's policies and style.
- Collaborate with WOLA's Marketing Coordinator and the development team to promote WOLA's content in creative and strategic ways and to produce content for our online platforms.
- Lead production of all event-related materials to make sure they follow WOLA's standards, branding, and are cohesive. The largest event will be the yearly Human Rights Gala.
- Assist the VP in press outreach efforts including reaching out to reports and outlets, and pitching stories.
- Create products in partnerships with media outlets, and influencers, among others.

Supervision and Strategy (50%):

- Supervise and manage contracts and consultants to maintain and launch digital rapid response efforts and create multimedia content as needed.
- Supervise day-to-day operations of the website and social media platforms, as well as improvements on infrastructure needs on the website. This will include managing the re-design of the website alongside a creative agency.
- Work with the Vice President of Communications and Marketing to devise strategies to enhance WOLA's position as the leading research and advocacy organization advancing human rights in the Americas and highlight our staff as the go-to experts in their field.
- Manage purchases and subscriptions for the communications team, including but not limited to overseeing the administrative accounts for vendors and media outlets.
- Supervise media monitoring and evaluation efforts, as well as monitoring of the press account, including ensuring that interview requests are answered appropriately.

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](#).

- Must have at least eight years of professional experience in the field of communications, outreach, journalism, or a similar field.
- Fluency required in English and Spanish; able to speak, write, and edit with fluidity in both.
- A demonstrated commitment to, knowledge of, and experience working on issues related to human rights, democracy, and social justice in Latin America.
- Exceptional writing skills and the ability to synthesize complex material into powerful long-form and short-form writing.
- Experience managing outside vendors on multimedia and website maintenance.
- Problem-solving skills, critical thinking, good intuition, attention to detail, and troubleshooting abilities are essential.
- Additional job requirements: overseas travel required; full-time position; some long hours and occasional 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 full-time.**
- **Office Culture:** While we would prefer this role be located in the greater DMV area we are willing to consider a remote employee that can work the majority of their hours in the Eastern Time Zone. Generally, our office setting is flexible and hybrid; no one is required to work from the office daily. Staff is encouraged to go in 1-2 days a week based on their tasks and program needs. There will be events and travel that require your in-person attendance regardless of location.

Salary: \$90,000-95,000 depending on previous experience. Benefits include full platinum level health care, dental, vision, and life insurance 100% paid by WOLA; four weeks of annual vacation, 16 recognized holidays, 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.

Deadline: Accepting rolling applications and conducting rolling interviews.

Start date: January or February of 2023

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 in PDF format. The cover letter should indicate why you are interested in working with the Communications team and what location you will work from. If you have any more materials that are applicable for our skills requested feel free to include them as well. Submit your package to employment@wola.org with the title "Editorial Director". During the interviews, your Spanish and English speaking and writing 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 or personal emails, 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.