



Advocacy for Human Rights in the Americas

Program Assistant for the Colombia and Brazil Program

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 Colombia program advocates for peace, human rights and the rights of Afrodescendant, Indigenous, and LGBTIQ+ persons within the framework of the U.S.-Colombia relationship. Areas of work include protecting human rights defenders and social leaders, victims and internally displaced persons' rights, justice, transitional justice, and dismantling illegal armed groups. We facilitate the voices of Colombia's civil society, experts, academics, with U.S. policymakers to produce a reality-based analysis of current trends and monitor political and human rights developments. Our Brazil work includes monitoring political and human rights developments in the country. We work against the closing of civic space and promote the rights of women, and Afro-Brazilian, Quilombolas, Indigenous, and LGBTIQ+ communities.

Your role: This role will act as an assistant and provide administrative support to the Director of the program. They will provide administrative support with event planning, booking travel, and calendar management. They will frequently plan in-person meetings and delegation visits to the United States from Latin America and should be prepared to only speak Spanish during these events. This team will have direct contact with a variety of human rights workers and those that have experienced human rights abuses from Colombia, Brazil, and the United States. This position will work with staff across the organization, receive an introduction to the nonprofit advocacy world, and meet human rights, social justice, academics, 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 be incredibly organized, thrive being able to multitask across different program topics and priorities, and be familiar with supporting program management.

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%):

- Serve as an interpreter for visitors and others while attending events and in bilateral meetings.

- Copy-edit, format, and edit documents that the Director has drafted in both Spanish and English.
- Translate program materials into English and/or Spanish.

Research (15%):

- Monitor regional and international developments; subjects included are political dynamics, the rights of Afro-Colombians and indigenous peoples, extrajudicial killings, internally displaced persons and refugees, dismantling of illegal armed groups, LGBTQ rights, and the peace implementation in Colombia. Political developments, challenges to democracy, and human rights of Quilombolas, Afro-Brazilian, Indigenous peoples, and LGBTQ persons in Brazil.
- Other duties, including research, writing, and direct advocacy, will be assigned depending on the program's needs and the Assistant's abilities.

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 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.
- **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: possible overseas travel; full-time position; some long hours and weekend work required.
- **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: Starting salary of \$49,000-51,000, dependent on years of previous experience. Benefits include full health, 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.

Deadline: November 23rd with a preferred start date in January 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 to employment@wola.org with the subject line: PA for Colombia. This cover letter should indicate why you are interested in working with the Colombia program. During the interviews, your Spanish speaking and writing skills will be tested for proficiency. If we are interested in your candidacy, you will receive an email within two weeks of your application.

-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.