



Advocacy for Human Rights in the Americas

Assistant Director for People and Culture

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.

The Assistant Director is part of the Finance and Operations team, which is made up of three people; this role, the Vice President for Finance and Operations, and the Finance and Operations Coordinator. Our Operations and Finance team's goal is to make sure WOLA runs smoothly and efficiently for all employees.

Your role:

This role manages all human resources functions at WOLA as a sole contributor. Using progressive and equity-based policies, this role will manage a variety of programs and projects, including: evaluations, payroll, timesheets, benefits, hiring, and the general life cycle of an employee. They will lead initiatives, policies, and practices with employee engagement, talent acquisition, managing the internship program, and other appropriate areas. This person should be passionate about inclusion and diversity and understand the importance of embedding this in all created processes at WOLA. This role has existed for five years, and the selected candidate will be the second person in this role. Many systems have been developed and created, but most should be built upon or expanded from a new perspective.

Reports to: Vice President for Finance and Operations

Supervises: 3-4 interns, 3 times a year as the Internship Coordinator. This is in tandem with the Program Assistants.

Responsibilities:

Talent Acquisition:

- Work with management to develop strategic staffing structures to meet the needs of a growing organization.
- Manage all aspects of the hiring process, from creating job postings, reviewing applicant materials, leading interviews, and making offers.
- Assist supervisors with determining the best qualities needed for each position at the beginning of the hiring process.
- Lead the onboarding process for all employees. This includes preparing an onboarding schedule, collecting all documents needed, frequent check-ins with the new hires, and teaching WOLA's culture and procedures.

Compensation and Benefits Management:

- Manage day-to-day payroll in partnership with the Vice President using Gusto to run payroll bi-weekly.
- Act as the main point of contact for all staff with questions about their pay, deductions, leave balance, benefits, etc.
- Maintain data integrity of employee, benefits, and payroll data.
- Support staff benefits enrollment during onboarding, offboarding, and other life events. Enhance staff understanding of those benefits and our salary systems.
- Maintain and update systems for consistent compensation structure including salary surveys and market research.
- Develop and update personnel policies and systems as needed. Keep employee handbook up to date with new policies and compliance.

Program and Project Management:

- Create and oversee the annual staff personnel review process, developing new systems and approaches as needed.
- Create systems to provide direction and address performance concerns. Oversee and manage these systems when needed.
- Design and implement an organizational strategy for professional development; coach and advise on a wide range of core human resource functions including, organizational structure, HR policies, hiring, and best practices.
- Be available to staff to address interpersonal issues and confidential matters related to their employment.
- Ensure compliance with federal, state, and local laws and best practices in HR and administration procedures.
- Maintain and update all employee personnel files, including scheduling various self-audits.

IDEAS (Inclusion, Diversity, Equity, Accessibility, and Social Justice):

- Keep up to date on best hiring practices and create a hiring system that promotes diversity, equity, and inclusion. Coordinate trainings when needed.
- Continue to build a strong culture of IDEAS that values all of the multiple sets of characteristics that make up WOLA staff.
- Manage and facilitate our 5-year IDEAS plan with support from applicable staff members.
- Incorporate these values into all policies and procedures.

Internship Program:

- Hire 3-4 interns every Spring, Summer, and Fall with the support of Program Assistants.
- Mentor and provide guidance to interns and Program Assistants as they work together through the semester.
- Ensure that our team of interns represents the diversity of the Americas and helps to create a new generation of human rights workers.

Qualifications:

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. Written and/or spoken Spanish is a plus.

- 4-6 years of human resources-related experience; candidates with direct experience in diversity initiatives are strongly preferred.
- A demonstrated track record of innovation and implementation.
- Excellent interpersonal, team building, and communication skills; ability to provide information and guidance to other employees in a compassionate way.
- A willingness to and understanding that “best practice” isn’t necessarily progressive HR and that going above that is often necessary.
- **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.**
- Full-time position; occasional long hours and weekend work required.

Office Culture: Our office setting is flexible and hybrid, we are hoping that this role has the ability to come into the office 3-4 times a month based on their workload. We will prioritize candidates that can commit to that.

Salary: Starting salary of \$65,000-\$75,000 based on previous years of direct human resources 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, a long weekend every month, and twelve weeks of paid parental leave. The office is closed between Christmas and New Year’s.

Applications due by: March 6, 2023

Start date: April 2023

To apply: Please submit a 1-2-page resume, in English, and a 1-2-page cover letter, to employment@wola.org. This cover letter should indicate why you are interested in working at WOLA and your passion for IDEAS and human resources. If we are interested in your candidacy, 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.