



Bilingual Communications Assistant

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 a 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, including a vice president, an editorial director, and 2 consultants. The team is responsible for managing WOLA's public presence and facilitating the production of all of WOLA's outputs in English and Spanish including but not limited to commentaries, media advisories, joint statements, opinion pieces, social media posts, videos, and documentaries.

Your role:

This is an entry-level, administrative role. The selected candidate will provide support across the communications team. The standard daily tasks include coordinating digital content flow and uploading information to our digital platforms, supporting events, translating documents, monitoring digital platforms, and working with the team to complete other tasks. The communications assistant will work with staff across the organization, receive an entry-level introduction to the nonprofit advocacy world with a communications lens, and meet with human rights, social justice, and foreign policy communities in Washington D.C. and Latin America. Qualified candidates should have excellent language, organizational, and interpersonal skills, and 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

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

Responsibilities:

- Manage the uploading of material to digital platforms and draft copy for social media outlets.

- Support the Communications and Editorial team in producing a variety of outputs, including written and multimedia materials, podcasts, and send-outs using a CRM system.
- Translate content between English and Spanish and draft content in both languages for the web.
- Maintain databases of media contacts based in the U.S. and Latin America and monitor global media coverage.
- Train staff on communications equipment, technologies, and processes. Help staff with virtual and in-person events technology.
- Assist with logistics of in-person and virtual events, including setup and live-streaming.
- Support monitoring of all digital outlets, identifying trends and new opportunities to reach and expand WOLA's audiences.
- Manage and monitor online subscriptions and platforms.
- Provide support to the website or other platforms online.

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.
- Excellent writing skills and a good eye for detail.
- Ability to work and organize various administrative tasks in a fast-paced environment and under pressure.
- Experience working with a collaborative team as well as being able to own a project.
- Problem-solving skills, critical thinking, good intuition, attention to detail, and troubleshooting abilities are essential.
- Experience working with any of the following: Social media platforms, WordPress, Canva, podcast production, CRMs, or working with the press.
- A demonstrated understanding of or experience working on issues related to human rights, democracy, and social justice in Latin America.
- Additional job requirements: full-time position; some long hours and occasional 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: The position is based in Washington D.C. Staff are encouraged to go 1-2 days a week based on their workload.

Salary: \$49,000-\$51,000 depending on 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.

Applications are due by: March 1, 2024

Start date: April 2024

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 . This cover letter should indicate why you are interested in working with the Communications team and what location you will work from. Feel free to include relevant samples of your work. (Canva, videography, etc.) During the interviews, your Spanish 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, please-

WOLA values a diverse workplace and encourages minority candidates to apply. WOLA is an equal opportunity employer and does not discriminate based on 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.