Assistant Director, Communications

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, including a Digital Coordinator, consultants, and an 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, newsletters, joint statements, podcasts and videos, among others.

Your role:

The Assistant Director for Communications will support 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 managing press relations with media outlets in the U.S. and Latin America. The Assistant Director for Communications will also be responsible for administrative tasks, including financial-related, on behalf of the Communications team. 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: President
Supervises: Digital Coordinator, Interns.

Responsibilities include but are not limited to:

Content Planning and Development (70%):

- Work with the management team to produce communications work plans
- Manage editorial calendar to coordinate a timely flow of content production.
- Edit program commentaries, reports, newsletters and other products with a view toward maximizing their readability, appeal, content accuracy, and adherence to WOLA’s style guide.
- Work with Digital Coordinator and other staff to develop multimedia products.
- Review event-related materials to ensure they follow WOLA’s standards, branding, and are cohesive.
- Assist the management team with information and materials for the board of directors and ad hoc committees. Lead the development of the Annual Report.

Press Relations and Outreach Strategy (30%):

- Support press outreach efforts including reaching out to reporters and outlets, and pitching stories and OpEds
- Supervise media monitoring and evaluation efforts, as well as monitoring of the press account, ensuring that interview requests are answered appropriately.
- Develop and maintain relationships with media contacts and manage journalists database

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 four years of professional experience in the field of communications, 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.
• Problem-solving skills, critical thinking, good intuition, attention to detail, and troubleshooting abilities are essential.
• Additional job requirements: 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:** $66,500-75,600 depending on previous experience. Benefits include full health, dental, vision, and life insurance 100% paid by WOLA; four weeks of annual vacation, 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:** August 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 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 “Comms Assistant Director”. During the interviews, your Spanish speaking and writing will be tested for proficiency.

*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.*