



Advocacy for Human Rights in the Americas

### **Program Assistant for the Cuba and Drug Policy Programs**

**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 Cuba program is committed to changing U.S. policy toward Cuba, advocating that engagement rather than isolation is more likely to enable Cubans to decide their own future, and to alleviate the hardships that Cubans are experiencing. We facilitate dialogue between civil society on and off the island, produce reality-based analysis on current trends, and monitor the human rights situation in Cuba. WOLA's Drug Policy program considers drug prohibition and the drug war to be catastrophic failures, with severe negative consequences for human rights and social justice worldwide. We promote a transition away from prohibition that centers equity and social justice. We recognize that this transition will take time and we work with partners to promote the policies urgently needed to reduce harms now, as well as the reforms required to create systems of decriminalized and legally regulated drug production, distribution, and use.

**Your role:** This role will act as an assistant and provide administrative support to the Directors that lead our work on Cuba and Drug Policy. The Cuba team will need support with program management, writing, congressional strategy, and general organization skills. The Drug Policy team will need support with virtual, in-person, and hybrid event planning logistics as well as occasional research and writing. Both will require copy-editing, clerical duties, organization of travel, as well as other logistical support. The assistant may be required to provide limited support to other programs or institutional initiatives as needed. 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:** Assistant Director for Cuba and Director for Drug Policy

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

#### **Responsibilities:**

##### *Administrative Work (60%):*

- Coordinate and organize events and conferences, including online, in-person and hybrid events and delegations in the U.S. and abroad.
- Organize travel, meetings, and scheduling for program staff and delegations to/from the region.
- Manage an intern in coordination with the Intern Coordinator and Directors.
- Monitor contact lists and databases, update them as needed.
- Support various operations and human resources efforts, including credit card receipts, timesheets, requesting payments for translators, and general office duties.
- Support fundraising efforts, including maintaining tracking documents, and drafting and providing materials and narratives for grant applications and reports.
- Support communications efforts, including generating social media content, digital send-outs, and posting pieces to the website.

*Research, Writing, and Advocacy (40%):*

- Draft and copy-edit a variety of different products including memos, talking points, communications with congressional offices, and articles.
- Monitor developments in Cuba, as well as developments in U.S. foreign policy toward Cuba. Topics include political actions, reforms, human rights and humanitarian crises, and migration.
- Monitor developments in U.S. domestic and international drug policy as well as drug policy developments in the multilateral fora such as the United Nations and Organization of American States.
- Attend meetings with Capitol Hill staff, State Department officials, and other policymakers. Help maintain consistent relations with these officials by coordinating Hill briefings and meetings.
- Assist in advocacy meetings, including note-taking, translations, and participating in calls as needed.

**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 is required. Portuguese is a bonus.
- A demonstrated commitment to or experience working on issues related to human rights, democracy, and social justice in Latin America.
- At least one year of previous administration experience.
- Excellent writing, editing, and translation skills, both in English and Spanish.
- Exceptional organizational skills and an interest or experience with project management.
- Experience with event planning and working with Congress are highly desirable.
- Flexibility; ability to work in a fast-paced, dynamic office environment with frequent international visitors.
- Additional job requirements: occasional international travel required; full-time position; occasional long hours and 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: 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.

**Application due date:** 10 p.m. ET on November 16, 2022 with a preferred start date of January 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. This cover letter should indicate why you are interested in working with both the Cuba and Drug Policy teams. Email these to [pasearch@wola.org](mailto:pasearch@wola.org). During the interviews, your Spanish speaking and writing skills will be tested for proficiency. If we are interested in your resume, you will receive an email within three 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. 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 on a full-time basis.*