

APRIL 2009

Job opening forwarded by IECA graduate Travis Wheeler

Program Assistant, Colombia and Mexico Campaigns; Financial Manager

JOB ANNOUNCEMENT—LATIN AMERICA WORKING GROUP

The Latin America Working Group (LAWG) seeks a full-time Program Assistant and Financial Manager with a start date of June 15th, 2009. As Program Assistant, the staff member will have a variety of substantive program and campaign-related responsibilities, such as leading grassroots outreach and organizing for two LAWG campaigns. As Financial Manager, the staff member will be responsible for carrying out daily financial activities and liaisons with our bookkeeper and accountant.

The Latin America Working Group is one of the nation's longest standing coalitions dedicated to influencing U.S. foreign policy. LAWG seeks to ensure that U.S. policies towards Latin America promote human rights, peace, justice, and sustainable development. To carry out this mission, LAWG coordinates advocacy and public education efforts, as well as specific grassroots campaigns. For more information, please visit www.lawg.org.

Responsibilities:

Program/Campaign

- Write regular grassroots email alerts, blog posts, newsletter articles, and other content on U.S. policy in Colombia, Mexico, and Latin America.
- Plan and coordinate online grassroots outreach for Colombia and Mexico, with an emphasis on expanding LAWG's email network.
- Maintain website campaign pages for Colombia and Mexico; assist with other website sections as needed.
- Attend meetings in Congress with policymakers and their staffs.
- Help organize delegations of Colombian civil society leaders to Washington, DC to meet with policymakers and their staffs.
- Assist with design, composition, printing, and distribution of resources on Colombia and Mexico to the public and Congress.
- Participate in strategy sessions with LAWG staff and LAWG participating organizations.
- Organize meetings and conferences with LAWG participating organizations, Congress, and others.
- Respond to information requests from LAWG participating organizations, congressional staff, grassroots activists, and others.
- Keep a database of grassroots and grass-tops activists who are interested in Colombia.
- Do research and writing projects on Colombia and Mexico as assigned.
- Help oversee and design LAWG's outreach on social networking sites.

Administrative

- Carry out daily financial activities, including paying bills, filing invoices, making deposits, preparing financial reports, processing monthly payroll, and responding to accountant's requests.
- Prepare for annual financial audit.
- Assist with other general administrative tasks.

Qualifications:

- Excellent organization skills and follow-through and attention to detail required; some previous administrative experience, especially with managing financial records and databases, preferred.
- Familiarity with U.S. policy in Latin America and demonstrated commitment to peace, justice, and human rights in the region.
- Experience in grassroots and online organizing.
- Excellent written and oral communication skills.
- Previous experience in maintaining a website.
- Ability to work as part of a team, accept supervision, and take on tasks independently as needed.
- Flexibility and ability to juggle multiple tasks.
- Working knowledge of Spanish, written and spoken.

Term: Two-year commitment required. Competitive entry-level salary, generous vacation and health and dental insurance.

Deadline: Monday, April 27, 2009

To Apply: Send your resume, a cover letter, a short writing sample, and the names and daytime phone numbers of two references to:

Latin America Working Group
Attn: Program Assistant Position
424 C Street, NE
Washington, DC 20002

You can also fax your application materials to: **202-543-7647**.

Applications received by email will **NOT** be accepted.

*The Latin America Working Group values a multicultural and multiethnic work environment and strongly encourages people of all backgrounds and experiences to apply.