WOLA JOB ANNOUNCEMENT
Operations Assistant

The Washington Office on Latin America (WOLA) seeks an administrative staff person whose skills can support the operations of the organization. The winning candidate will work closely with the Director of Finance and Operations and have the opportunity to learn the full scope of organizational operations. The Operations Assistant provides administrative support within a fast-paced human rights organization working in Washington, DC and Latin America. S/he will have initiative, excellent problem-solving skills, and great attention to detail. Ideal candidates may have an interest in operations, project management, or nonprofit administration. WOLA is an organization in which everyone is self-motivated, goal-oriented, and passionate about our work. We are committed to what we do. Our leadership works hard to support us with a culture of innovation, collaboration, and excellence. WOLA was recognized twice by Washingtonian Magazine as one of DC’s “Best Places to Work” and by The Washington Post as one of DC’s best-managed nonprofits.

WOLA’s office has a paid staff of twenty-four, plus seven interns and six fellows.

Responsibilities include but are not limited to:

Assist in maintaining good financial systems in support of the organization.

- Manage ongoing accounts payable, vendor invoices, and petty cash systems.
- Record electronic and check donations; assist with annual audit.

Support the Director of Finance and Operations with human resource responsibilities.

- Manage staff time sheets and time allocation; track leave balances.
- Assist with hiring.
- Manage staff benefits enrollments.
- Find and arrange staff development trainings for all staff; plan all staff gatherings and celebrations.
Ensure smooth operations in the office, serve as office manager.

- Answer the phones and receive English- and Spanish-speaking visitors at the front desk.
- Maintain supply inventory; liaise with landlord on all facility-related issues.

Take lead on managing technology needs within the office.

- Liaise with IT consultants to ensure appropriate execution of technology solutions.
- Work with the Director of Finance and Operations to develop and implement a forward-thinking IT plan, including new systems and equipment needed.

Qualifications:

- A clear interest in human rights and social justice; experience or interest in Latin America a plus.
- Associates degree or higher, or equivalent work experience; at least 2 years relevant experience.
- Finance/accounting background or bookkeeping experience desired; human resources and/or IT background a plus.
- Ability to successfully manage multiple responsibilities and deadlines.
- Highly skilled at problem solving and troubleshooting; ability to work independently, self-starter.
- Excellent organizational and administrative skills, follow-through, and meticulous attention to detail.
- Demonstrated experience in project management and database management.
- Demonstrated technical savvy, including experience using Mac, PC, and cloud-based systems.
- Experience with Quickbooks a plus; strong familiarity with Excel highly recommended.
- Fluency in written and spoken English and Spanish required.
- Flexibility; ability to work in a fast-paced, dynamic office environment with frequent international visitors.

Salary: $41,000, full health, dental, vision, and life insurance 100% paid by employer; three weeks annual vacation.

Applications due by: May 9, 2016
Start date: Mid-June 2016

To apply: Please submit, in English, the following items in one PDF document: cover letter, resume, and a list of two references with daytime telephone numbers and email addresses to employment@wola.org.
-No phone calls please-

WOLA values a diverse workplace, and encourages minority candidates to apply. However, we regret that we are unable to sponsor applicants in need of visas for this position and can only hire candidates with authorization to work in the United States.

© WASHINGTON OFFICE ON LATIN AMERICA | (202) 797-2171 | WOLA.ORG

If you no longer wish to receive these emails, please reply to this message with "Unsubscribe" in the subject line or simply click on the following link: Unsubscribe

Click here to forward this email to a friend

Washington Office on Latin America
1666 Connecticut Ave., NW
STE 400
Washington, District of Columbia 20009
US

Read the VerticalResponse marketing policy.