

## Job Announcement Program Assistant

**About DPLF:** The Due Process of Law Foundation, a nonprofit, nongovernmental organization based in Washington, DC, is a regional organization comprised of a multi-national group of professionals. Its mandate is to promote human rights and the rule of law in Latin America through analysis and recommendations, cooperation with public and private organizations and institutions, the sharing of experiences, and advocacy. Our vision is a Latin America in which civil society, using national and international legal instruments, participates fully in the consolidation of the rule of law and respect for human rights, and in which judicial institutions are independent, transparent, accessible, and able to fulfill their role in strengthening democracy.

**Job Description:** The Program Assistant, under the direct supervision of the Director of Institutional Development and Finance, extends program, administrative, financial, and communications support to ensure a smooth day-to-day operation in a small, fast-paced, nonprofit organization. This position is based in Washington, DC. While DPLF has adopted a flexible hybrid work environment, this position will be required to work from the office several days a week due to the nature and responsibilities of the job.

**Responsibilities** include but are not limited to:

### **Administrative, logistics, facilities, and events assistance**

- Assist program staff with project-related arrangements for travel, meeting logistics, and scheduling both in-person, virtually, and hybrid.
- Translation of short pieces from English to Spanish and vice versa as needed by program staff.
- Facilities management, and all interaction with building management office.
- Serve as contact for information technology and technical support providers to ensure efficient functioning of the organization's computers, network, and telecommunications infrastructure. Additionally, support staff with easy-to-fix technical questions.
- Support the Communications Officer in managing DPLF's social media accounts, website maintenance, database contacts, and production and dissemination of publications, as needed.
- Supports Executive Director in tasks pertaining to her meetings, travel, and other requests as needed.
- Manage the main phone line and institutional email.
- Assists with additional general office administrative duties as necessary.

### **Finance and vendor management assistance**

- Regular data entry into the organization's QuickBooks Online accounting program.
- Process program staff expense sheets, credit card statements, bill payments, receipts, invoices, and petty cash.
- Maintain vendor files and process related invoices.
- Assist the Director of Finance and DPLF bookkeeper to prepare for project and institutional audits.

- Assist Director of Finance as needed for any programmatic, administrative, and building needs.
- Maintain supply inventory and interaction with vendors.

### **US Government proposal writing and compliance assistance**

- Assist program staff in proposal preparation process, particularly for US government proposals which includes, but is not limited to, drafting budgets, monitoring & evaluation documents, and general revision. Support program staff with project report writing and monitoring and evaluation (M&E) reporting.

### **Institutional strengthening and project management support**

- Support program staff to project manage the effective internal flow and delivery of cross-cutting project deliverables, as needed.
- Proactively identify opportunities for institutional strengthening (ie. Process and policy development/scaling) and support the Director of Institutional Development and Finance in their execution, as needed.

### **QUALIFICATIONS:**

#### **Required:**

- Fluency in written and spoken Spanish and English.
- Proven interest in Latin America and human rights issues.
- Prior experience with US Government proposal documents, especially monitoring and evaluation plans, and general familiarity with US Government financial regulations.
- University degree in related area.
- Strong team orientation, willingness to help, ability to take initiative, and follow-through.
- Ability to handle multiple tasks and prioritize work responsibly with minimal supervision.
- Demonstrated excellent attention to detail and ability to follow through to closure required.
- Strong computer skills, including Word, Excel.
- Must be dependable, a good team player, and able to work independently.
- Demonstrated ability to work productively within a multi-cultural team environment.
- Demonstrated ability to think proactively and anticipate institutional/program needs.

#### **Highly desirable**

- Prior experience in financial and/or administrative side of non-profit operations.
- Prior experience in using Quickbooks for non-profits, expenses processing programs (i.e. Expensify), webpage maintenance in Drupal and/or Wordpress, Facebook, and Twitter.
- Computer maintenance and IT trouble-shooting skills.

**SALARY:** Commensurate with experience. Full benefits package includes health, dental, vision, and life insurance fully paid by employer. 403b retirement plan with employer matching. Generous vacation and sick leave.

**TO APPLY:** Please send cover letter, resume, and at least two references with daytime contact information by July 1, 2022 to the attention of: Laura Park, Director of Institutional Development and Finance at [info@dplf.org](mailto:info@dplf.org) (Subject line: Program Assistant Application).

- Applications will be reviewed on a rolling bases.

DPLF 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. We can only hire candidates currently authorized to work in the United States on a full-time basis.