



## Program Assistant/Researcher – Job Description

**SUMMARY:** The Program Assistant/Researcher is responsible for collaboratively researching, writing and editing updates and reports issued by AIN; maintaining the AIN website and social media pages; assisting with periodic grant requests and reports; as well as general office and financial management. The position is based in Cochabamba, Bolivia.

**SUPERVISOR:** Director, Kathryn Ledebur

### **RESPONSIBILITIES:**

- Assist Director to research, write, and edit political analysis and updates
- Dynamically maintain and update the AIN website, mailing lists, and social media pages
- Assist Director in implementing strategies to cultivate new and current donors
- Manage and oversee all office computer and communications systems
- Assist with bookkeeping, annual audits, and budgeting
- Assist in writing grant proposals and financial reports to donors.
- Other tasks as assigned by the Director

### **QUALIFICATIONS:**

1. Commitment to human rights and socioeconomic justice
2. Knowledge of recent political events in Bolivia and drug policy issues
3. Interest and ability to live in Bolivia and commit to working at AIN for a minimum of two years
4. Excellent writing and editorial skills required as well as the ability to write collaboratively.
5. Near-fluency in Spanish, especially skills in reading and writing.
6. Strong computer skills required, including experience with Microsoft Excel and Outlook
7. Flexibility and initiative; ability to work in a fast-paced office environment; analytical and problem solving skills.

### **RESTRICTIONS:**

- Agreement to work exclusively at AIN during the contract period. Volunteering at organizations that carry out work unrelated to AIN's after office hours is acceptable.
- Agreement to not publish articles or other information independently or through other organizations or publications during the contract period.

**COMPENSATION:** \$1300 per month, one month paid vacation, and health insurance. AIN can also help with visa costs.