



JOB ANNOUNCEMENT: LATIN AMERICA POLICY OFFICER

The Cyrus R. Vance Center for International Justice

The Vance Center advances global justice by engaging lawyers across borders to support civil society and an ethically active legal profession. A unique collaboration of international lawyers catalyzing public interest innovation, we bring together leading law firms and other partners worldwide to pioneer international justice initiatives, provide pro bono legal representation to social justice NGOs, and strengthen the ethical practices of the legal profession.

With a staff of 9 lawyers and 2 other professionals, the Vance Center operates various programs (1) providing pro bono representation, in partnership with more than 170 law firms worldwide, to civil society and international organizations in the areas of the environment, human rights, and good governance, and (2) promoting diversity, pro bono practice, ethics, and public interest law education, particularly in the Latin American and sub-Saharan African legal professions. For more information: <https://www.vancecenter.org/>

The Position

The Latin America Policy Officer will report to the Vance Center Latin America Policy Director and primarily work on a project to support judicial Independence in Central America & the Caribbean. The Officer will also support the programmatic work of the Latin America Policy Director in the initiatives of the [Lawyers Council for Civil and Economic Rights](#) focusing in anti-corruption efforts.

Responsibilities

The main responsibilities of the Latin America Policy Officer will include, but not be limited to:

- Conduct research, draft, review and edit reports and analysis on international and domestic laws and background papers on countries in Latin America;
- Draft narrative programmatic reports to grant makers;
- Plan, organize, and participate in virtual and in-person events, in the United States and abroad;
- Establish, develop, and maintain professional relationships with clients, particularly judges' organizations in Latin America;
- Collaborate on pro bono projects and otherwise assist in coordinating and managing the projects;
- Draft materials for publication on the Program's activities, cases, or current events;
- Participate in Vance Center team meetings and initiatives;

- Undertake specific administrative duties related to the Program

Qualifications

- J.D. or LLM from U.S. law school. Degree from non-U.S. law school required in absence of U.S. J.D.;
- Previous employment (minimum 1 year) in civil society organizations, law firm, pro bono legal clearinghouse, or similar organization in the U.S. or in Latin America;
- Written and oral fluency in English and Spanish. Portuguese is a plus.
- Strong external relationship building with persuasive communication abilities
- Well-developed understanding of political and socio-economic conditions and current issues regionally and nationally in Latin America. Knowledge of the challenges related to judicial independence and integrity strongly preferred;
- Ability to gather, synthesize, analyze, and present qualitative and quantitative data in various formats and genres, with excellent writing skills;
- Careful attention to detail, accuracy, and schedule;
- Willingness and ability to travel to Latin America and other locations;
- Facility with collaborating with colleagues and others in formal and informal groups;
- Strong organizational skills and ability to work quickly and well under pressure, to manage multiple tasks, and to meet tight deadlines
- Strong digital technology knowledge and skills
- Authorization to work in the United States; *we are not able to sponsor visas for this position.*

Please note that this position will likely involve some in-office work, and the employers' policy requires employees to be fully vaccinated before entering the building.

Compensation/Benefits

Compensation will be \$55,000 a year. The employer provides a competitive benefits package, including generous paid time off (vacation, personal, sick time, holidays, day off for volunteer work, extra time off in summer), choice of medical plans, dental, vision, 401K, life insurance, commuter benefits, Employee Assistance Program, and employee discounts, among others.

Application instructions:

Applications will be considered when received, until a qualified candidate is hired.

To apply, please email a resume, a cover letter, and a list of three references to vancejobs@nycbar.org . In the subject line please write "Latin America Policy Officer". No phone calls please.

The Vance Center is a proud equal opportunity and affirmative action employer. It is our policy to ensure equal employment opportunity without discrimination or harassment on the basis of

race, color, creed, age, national origin, alienage or citizenship status, gender (including gender identity and sexual harassment), sexual orientation, disability, arrest or conviction record, pregnancy, credit history, salary history, caregiver status, marital status, partnership status, or status as a victim of domestic violence, stalking and sex offenses, religion, sex, genetic information, military status, unemployment status or any other characteristic as protected by law. With regard to the Americans with Disabilities Act and other related laws, we will endeavor to make reasonable accommodations for persons due to their religious beliefs, disability, pregnancy, childbirth or related medical condition, or because the individual was a victim of domestic violence, sexual violence or stalking.