



Program Officer, Latin America and the Caribbean

Synergía - Initiatives for Human Rights is a human rights nongovernmental organization. While the organization was established in 2017, its team of human rights defenders based in the US, Latin America, Africa, and Europe has been leading in the field for two decades. Its board is composed of human rights experts and skilled professionals who have been leaders internationally for decades. Synergía seeks to protect and promote the human rights of all people — particularly those whose rights are most systematically and egregiously violated. Synergía partners with local civil society organizations (CSOs) and human rights defenders (HRDs) to advocate for human rights across Latin America, the Caribbean, and Sub-Saharan Africa, blending capacity strengthening and grassroots re-granting in three interrelated and interdependent thematic areas of work: movement building, security and protections, and rights and advocacy.

Synergía is seeking a motivated and skilled **Program Officer, Latin America and the Caribbean**. Reporting to the Director, Latin America and the Caribbean, the Program Officer supports the LAC team across program development, implementation, monitoring and evaluation, reporting, subaward management, and partner relations. This role plays a key part in translating Synergía's regional strategy into effective, well-documented program support, working closely with partners and other Synergía staff across Latin America and the Caribbean.

Essential Duties and Responsibilities:

The Program Officer, Latin America and the Caribbean:

- Supports program development by assisting in the design of project proposals and budgets — including researching, drafting, and editing narrative and budgetary components — and liaising with partners to ensure proposals reflect their priority needs;
- Monitors human rights developments across Latin America and the Caribbean and maintains close awareness of partners' work, challenges, and operating environments — including grantees, allies, and other partners — to identify and recommend program interventions aligned with Synergía's strategic plan;
- Serves as Synergía's primary point of contact for subawardees in the region and leads subawarding processes — including calls for proposals, application and reporting review, subaward modifications, and maintaining complete auditable subaward files;
- Designs and implements capacity strengthening activities for partners, tracks project expenditures against budgets, and maintains program documentation, calendars, and activity records;
- Defines and tracks project indicators aligned with donor requirements and Synergía's internal monitoring and evaluation framework, supports the preparation and submission of donor progress reports, and helps strengthen how program data is organized and tracked;
- Builds and maintains relationships with partner organizations, networks, activists, and other stakeholders engaged in Synergía's programming, and manages Synergía's partner database;
- Travels internationally as needed to support program implementation and partner engagement; other duties as assigned.

Qualifications and skills:

A successful candidate must have:

- Bachelor's degree or foreign equivalent in a relevant field (e.g., public policy, international affairs, public health, gender/sexuality studies, international development, business administration), and a minimum of two years of administrative or project coordination experience — including developing, reviewing, and tracking budgets — or an equivalent combination of education and experience, required;

- Speaking and writing ability in Spanish and English required; knowledge of Portuguese preferred;
- High proficiency with Microsoft Office and similar software, including the ability to calculate figures such as discounts, interest, commissions, proportions, and percentages;
- Excellent organizational skills; ability to work remotely with little on-site support, manage multiple tasks, and exercise judgment in situations with limited standardization; experience working across diverse cultures and socioeconomic conditions is a plus;
- Ability to make international trips, when required.

Compensation: Compensation will be commensurate with experience. Synergía – Initiatives for Human Rights offers its team excellent benefits, including health insurance, life insurance, short-term and long-term disability insurance, a retirement plan, and generous allocations of vacation, sick leave, and holidays. The final compensation and benefits package will depend on the terms of engagement and the candidate's location.

Location: Remote. Preference will be given to candidates based in Latin America and the Caribbean.

To apply: Email a cover letter, together with a resume, and two references to contact@synergiaihr.org by **October 31st, 2026**. Indicate in the subject line “Program Officer, LAC.” Only candidates selected for an interview will be contacted.

Synergía – Initiatives for Human Rights is an equal opportunity employer. Synergía makes all hiring and employment decisions, and operates all programs, services, and functions without regard to race, receipt of an order of protection, creed, color, age, gender, gender identity, gender expression, marital or parental status, religion, ancestry, national origin, amnesty, physical or mental disability, protected veterans status, genetic information, sexual orientation, immigrant status, political affiliation or belief, use of family and medical leave, military and family military rights, ex-offender status (depending on the offense and position to be filled), unfavorable military discharge, membership in an organization whose primary purpose is the protection of civil rights or improvement of living conditions and human relations, height, weight, or HIV status.