



Communications Associate

The National Whistleblower Center (NWC), a nonprofit organization focused on educating, empowering and representing whistleblowers, seeks a Communications Associate to implement the Center's digital communications strategy. This position reports to the Executive Director.

The Communications Associate serves as part of a small D.C.-based staff team that carries out programs focused on (1) educating people and organizations worldwide about how they can effectively utilize reward-based whistleblower laws to fight corruption; (2) winning legislation and agency decisions that empower whistleblowers; and (3) providing legal representation in high-impact cases. One of the Center's specialties is assisting whistleblowers in countering illegal wildlife trafficking, illegal fishing, ocean pollution and other forms of environmental harm. The Communications Associate develops and implements communications strategies to strengthen the enforcement of environmental laws as well as tax and securities laws that regulate fraudulent activity.

The position requires strong organizational skills, an ability to juggle multiple tasks, critical thinking and communication skills, and an ability to learn complex issues. Roughly 50 percent of the position focuses on implementing NWC's programs and roughly 50 percent focuses on providing fundraising and administrative support.

Key program responsibilities include:

- Writing and disseminating social media content
- Writing website content and maximizing search engine optimization and engagement for the website
- Writing press releases and pitching stories to reporters
- Writing advocacy emails
- Writing and editing blog posts and reports
- Researching and producing stories for educational outreach, including photos, videos, case studies and testimonials
- Developing and implementing cross-promotional partnerships with like-minded organizations
- Maintaining an editorial calendar and content inventory

Key fundraising and administrative responsibilities include:

- Writing fundraising emails
- Writing the Center’s newsletter and other marketing materials
- Assisting the Executive Director in tracking deadlines, arranging travel and meetings, and managing the Center’s schedule
- Organizing and maintaining the Center’s files and contact lists
- Performing other administrative duties as assigned

Qualifications:

The ideal candidate will have a passion for using anti-corruption tools to protect the environment, consumers and taxpayers, and will excel at both writing and strategically deploying digital communications tools. Minimum 1-3 years administrative experience, including support for executives. Highly organized, self-starter who is detail-oriented with the ability to prioritize tasks and meet deadlines. Demonstrated ability to work effectively as part of a team. Ability to identify problems, research alternatives and resolve them. Ability to write and edit on deadline, making complicated material clear for a variety of audiences. Excellent communications and interpersonal skills. Proficiency with MS Office Suite, WordPress, Trello, and QuickBooks.

To apply: Send resume and cover letter with salary requirements to hiringmanager@whistleblowers.org (please use “NWC Communications Associate” in subject line).

*NWC provides a generous benefit package.
To learn more visit www.whistleblowers.org*

NWC is an Equal Opportunity Employer