

Office Assistant

National Whistleblower Center seeks an Office assistant who can directly assist our Executive Director with day-to-day office tasks on a part time and in person basis. Our office is in Georgetown, Washington, D.C., and the is a **fully in person** role.

Title: Office Assistant

Term of position: Part-time, 3 months. Open to reconsider based on performance.

Salary: \$20 an hour for 15 hours per week, paid on a bi-weekly basis. *This salary is non-negotiable.*

Hours: 10:00 am - 3:00 pm, Monday, Wednesday, Thursday.

Requirements:

- Physical presence in NWC Georgetown office.
- In office programs assistance as needed, including all National Whistleblower Day related administrative activities.
- Answer general e-mails.
- Schedule meetings.
- General outreach.
- Track donations and mail thank you notes.
- Research and writing.
- Office set up and administration.
- Other research or administrative support as needed.

Required Skills:

- Ability to work independently.
- Detail oriented.
- Strong Spelling and Grammar.
- Able to work under tight deadlines.

To apply, please send your resume and letter of interest to info@whistleblowers.org
For more information contact: info@whistleblowers.org