



NWC seeks Part-Time Program Assistant

National Whistleblower Center (NWC) seeks a part-time program assistant for a JD preferred role at the leading whistleblower non-profit. The role is for an independent contractor and could transition to a fulltime position at NWC. Our program assistant will work directly with NWC's Executive Director to create white papers, develop program proposals, and assist in the preparation of materials for public, legislative, and regulatory meetings and workshops.

Required Attributes

- Strong Research and Writing Skills
- Experience drafting white papers.
- Interest in supporting whistleblowers and fighting corruption.

Preferred Skills:

- Experience working on legislative efforts, on Capitol Hill, or in Government Relations.
- Strong verbal communication skills.
- 2 years' experience in a role requiring outreach.
- Experience drafting and publishing Press Releases
- Experience using Cision data systems.
- Expertise with social media and other online advocacy.
- Comfort with short form writing.
- Grant writing experience is a major plus.

Time Requirements: 10 hours per week including at least 2 hours in person at NWC's Georgetown office per week.

Compensation: \$25/hr.

NWC is an equal opportunity employer and takes our anti-discrimination policies seriously. All are encouraged to apply by sending a brief letter of interest and 1-page resume to info@whistleblowers.org