



**National Whistleblower Center Seeks
Full-Time Administrative Assistant**

National Whistleblower Center (NWC) is a nonprofit organization focused on educating, empowering and advocating for whistleblowers. NWC is currently engaged in several campaigns related to cutting edge issues in whistleblower law. NWC seeks a full-time Administrative Assistant to work directly with NWC's Executive Director at NWC's office in Georgetown, Washington, D.C.

The Administrative Assistant position is a full-time salaried position with full employee benefits and requires **at least 3-days in person** at NWC's office in Washington, D.C. The salary range for this position is \$50,000 to \$55,000.

Hours: Monday through Friday, 9 AM through 5 PM.

Key responsibilities will include:

- Assist NWC Executive Director with day-to-day administrative tasks.
- Manage general inbox.
- Schedule meetings.
- Track donations and mail thank you notes.
- General Research and writing.
- Office set up and administration.
- Responding to quick-turn-around ad hoc research requests.
- Drafting webpages, blogs, fact sheets, and campaign materials as needed.
- Facilitating Intern recruitment, onboarding, and management.
- Assisting with dissemination of research across NWC platforms.

NWC is seeking candidates with the:

- Excellent spelling and grammar.
- Ability to write and edit on deadline.
- Ability to write persuasively and in short form.
- Flexibility and ability to adapt to new developments.
- Ability to work independently while prioritizing tasks and meeting deadlines.

To apply, please send your resume and letter of interest to info@whistleblowers.org with subject line "Admin Assistant Application".

For more information contact: info@whistleblowers.org .

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