

Legal and Operations Associate

Full Time, Contract Position

\$75,000 - \$90,000 Annually, Based on Experience

About Position:

Whistleblower Aid is seeking a motivated legal and administrative associate to provide support across its operations and casework. This role will support a small team with core activities including communications, advocacy, campaigns, external relations, fundraising, and legal assistance. The role will join the team in operations support, advocacy efforts, as well as assisting in ongoing whistleblower cases. Whistleblower Aid's work is highly sensitive and this position requires absolute discretion and professionalism.

Hybrid position serving office in Washington, DC, with minimum two days in office per week. Position is a 3 month period as a 1099 contractor, with the possibility for the right candidate to become a full time employee at contract end.

Responsibilities:

- Meets with attorneys, staff, and clients, to discuss assigned cases or projects including strategy
- Assists in drafting and editing legal documents including: correspondence, disclosures, affidavits and other filings
- Research statutes, legislation, regulations, case law, and other legal resources and prepare written analysis
- Develops and maintains client relationships, including to preparing evidence, declarations, and other materials with clients
- Review evidence and case documentation and prepare written analysis, chronologies, summaries, and digests
- Manage client case files, including organization and storage of evidence
- Legal administrative support, including preparing case documents for filing
- Experience and proficiency with administrative tasks, including non-profit management tasks
- Support the work of the advocacy, communications and fundraising teams, maintaining and expanding relevant databases and trackers
- Tracking media and social media developments relevant to case work on an ongoing basis and participating in the development of social media and email content
- Conducting research on prospective donors and partners and developing materials that facilitate successful outreach
- Other duties as assigned

Job requirements:

- An interest in justice, resilient democracy, and corporate accountability a must
- Preferred experience with social media strategy and content
- Experience working in a political setting, Capitol Hill, communications agency, law firm, public policy firm or a think tank
- Excellent communication skills, both written and verbal
- Ability to multitask, take initiative, work independently and meet deadlines in a dynamic and fast-paced small team environment
- Excellent interpersonal skills, including client relationship building and empathy
- Excellent organizational skills with high attention to detail
- Competency with legal citation i.e. Bluebook
- Advanced analytical skills including issue spotting and problem solving
- Ability to maintain confidentiality, trust, and exercise discretion

Candidates from diverse backgrounds are encouraged to apply.

About Whistleblower Aid:

[Whistleblower Aid](#) provides pro bono legal, advocacy, and communications support to government and private sector whistleblowers acting in the public interest. The organization's lawyers have represented some of the most consequential national security and Big Tech whistleblowers in history, including the Facebook whistleblower Frances Haugen, the anonymous intelligence community whistleblower whose disclosures led to the first impeachment of President Trump, and others.

To Apply:

Email us at [hiring@whistlebloweraid.org](mailto: hiring@whistlebloweraid.org)

Please include with your application:

- Resume/CV
- List of three references
- Writing sample