OUTSTANDING INTERNSHIP or PART-TIME JOB OPPORTUNITY!

Work with an Attorney

Cornell Grad!

B.S., MPS, Human Ecology

REQUEST ONE (1) YEAR COMMITMENT

Do you believe that people have the right to live and work free of bullying, harassment and retaliation? For modest though reasonable pay, are you willing to contribute your research talents in furtherance of our cause? Be part of a small but committed, supportive team? Work from your home and enjoy a flexible schedule – setting your own hours?

The Whistleblower Anti-Bullying Resource Network (WARN) is seeking the following team member:

**Researcher**

*Working professionals, recent college grads, college juniors/seniors, college adult learners, or grad students invited to apply!*
For **students** – great opportunity to gain professional research experience! For **working professionals** – ideal opportunity to supplement your income with *few hours’ commitment*!

**Job details:**

Current needs anticipated: 10–12 hrs. per month. Compensation: $125 monthly. *Potential for expanded hours in the future if desired!*

Paid monthly as an independent contractor {At Will}.

Modest annual Christmas bonus from CEO

Part-time, no benefits included

*Flexible hours at your discretion and within your control!*

Work may be completed 100 percent virtually!

Reports directly and solely to CEO

**Qualifications**

- Strong integrity and work ethics
- Ability to maintain confidentiality [The successful candidate will be asked to sign a Confidentiality Agreement]
- Experience conducting focused research on various topics
- Inquisitive and passionate about gaining new knowledge
- Excellent verbal and written communication skills
- **Keen attention to details and precision**
- Self-disciplined and ability to perform assignments with minimal supervision
- Resourceful
- **Excellent organizational skills**
- Growth-oriented and able to accept constructive feedback
- Team-oriented and willing to be available when needed in a crunch
- Cordial and collegial approach to interactions with team and clients

**Overview & Job Description**

This position provides an opportunity to work remotely and independently from any location in the U.S. The WARN office is located just outside of Charlottesville, VA.

Our dedicated and friendly team needs a smart, amicable, highly skilled **researcher**. As we are starting up, it is anticipated that your workload and time commitments will be relatively light.
However, as *WARN* grows, we expect that there will be opportunities to increase your hours and compensation if desired at that time!

No one on the *WARN* team is “profit-driven.” The CEO – a licensed Attorney at Law and member of the DC Bar – helps many people at no charge (pro bono). Our team is committed to helping people across the country (and world) assert their right to live and work free of workplace bullying, harassment and whistleblower retaliation.

Specifically, at the request of the CEO (or his designee), you will be expected to perform the following duties:

- Conduct thorough, precise and accurate research on any given matter per request
- Provide high quality written work – *mostly free of typos and grammatical errors!*
- Provide the CEO with a timely summary of your research. Instructions will be provided per assignment as to how you are to provide your summary (e.g., a two-page brief of relevant issues, facts, analysis, etc.)
- Research assignments will vary – which keeps the job interesting! You will be provided clear and precise instructions, in writing, per each assignment. It will be your responsibility to ask questions if anything is unclear. All questions are welcomed and valued as learning opportunities!
- Timeliness: per each assignment, you will be given a specific timeframe within which the completed project is needed. All requests of your time will be reasonable and fair. It will be your responsibility to request extensions – preferably at the beginning of the assignment – if you feel more time is needed. Your time is always valued at *WARN*!
- Proactively provide timely, well-informed and helpful advice to CEO on matters relevant to the mission of *WARN* (keep the CEO in the loop at all times – without being asked)
- Be available to confer with the CEO via cellphone as needed – but with deference to your other professional commitments. If you are currently employed, you will not be expected to conduct any of our work during your work hours at your other employment. Moreover, if you are a student, we will work with you around your class and exam schedules.
- Other duties as assigned by the CEO

If you possess the aforementioned qualities and qualifications and you want to do meaningful work – *mostly on your own time*, we look forward to considering you as a valued team member!

**HOW TO APPLY:**

Please provide a short Statement of Interest (*maximum one page*). Your Statement of Interest should be concise and say something about you and why you are interested in this position, versus repeating what is already conveyed in your resume.

Also, please provide your Resume and preferred contact information (*maximum three pages*).

Please review your communication carefully for typos and/or grammatical errors. Poorly written material will not be considered. *Please do not include any personally sensitive information.*
References to be provided upon request. We are currently reviewing applications. The position will remain open until filled.

Anticipated start date: January 4, 2021. WARN complies with all anti-discrimination laws.

Please email the requested information to:

whistleblower@attorneytitus.com

Thank you for considering joining our magnificent team! For more information about us, visit our website:  www.warn-honor.com