



Operations and Casework Associate

Our Mission and Work

Protect Our Defenders (POD) is the pre-eminent national human rights organization dedicated to ending sexual violence, victim retaliation, misogyny, sexual prejudice, and racism in the military, as well as combating a culture that has allowed this to persist. We honor, support, and give voice to survivors of military sexual violence. We seek reform to ensure all service members are provided a safe and respectful work environment free from misogyny and racism, and have access to a fair, impartially administered system of justice.

Our work includes:

- Educating the public about the scope of the crisis, its impact on the military and civilian society, and the need for reform.
- Researching and exposing dysfunction related to sexual assault and harassment in the military's training and criminal justice systems and in the Veterans Administration (VA) system.
- Advocating for the enforcement and respect of victims' rights and for a safe and respectful environment for women, LGBTQ+, and people of color serving in our military.
- Amplifying survivors' voices within the policy debate.
- Helping survivors access support services, including providing pro bono legal assistance.
- Advocating for policy reforms that will ensure all survivors have access to a fair and impartially administered system of justice outside the chain of command.

Position Overview

Given the increasing prominence and significance of the issues we address, we are searching for an experienced, reliable and task-oriented Operations and Casework Associate. The Operations and Casework Associate will work directly to support the Director of Programs and Policy and the President, and will be responsible for performing a number of development, communications, executive administrative, and casework duties. The ideal candidate is highly self-motivated, professional, and capable of independently managing a workload and prioritizing tasks in a fast-paced and flexible non-profit environment. This is an excellent opportunity to join a highly reputable national level organization.

Primary Duties:

- Manage all aspects of sexual assault and harassment cases by conducting intake interviews with sexual assault and harassment survivors, engaging in follow-up communication, and researching appropriate resources.
- Assist the Director of Programs and Policy in recruiting, training, and managing Casework and Policy interns.
- Research and draft memoranda into current and potential military sexual assault policies, legislation, and regulations.
- Assist with development/fundraising direct actions and campaigns.

- Manage administrative tasks including financial submissions, donor records, and other internal documentation.
- Craft and schedule social media posts for Instagram, Facebook, and Twitter and manage social media messages and comments.
- Post updates to the organization's website and perform regular website maintenance.
- Maintain an organized filing system of paper and electronic documents.
- Create, update and correct database records to ensure data integrity.

Skills and Knowledge

- Minimum Bachelor's degree. Preferred advanced degree education.
- A minimum of two year's work experience in administration, casework, communication, or legal services.
- High proficiency in Microsoft Office suite, emphasis on Word and Excel capability, as well as Google Workspace apps.
- Experience with database / CRM entry and maintenance.
- Experience with Wordpress and Canva preferred.
- Excellent verbal communications skills.
- Excellent writing, editing, and proofreading skills, including a strong grasp of grammar, punctuation, and copy-editing.
- Ability to work independently with little supervision.
- Excellent organizational skills with high attention to detail and accuracy.

Protect Our Defenders seeks a high-energy, detail-oriented individual to work with a small, highly effective team of professionals to execute its mission: the eradication of military sexual assault and harassment in the workplace, as well as providing support for survivors of military sexual assault, harassment, and retaliation. The successful candidate will have excellent interpersonal skills, strong attention to detail, and ability to actively contribute to a collaborative environment. Familiarity with military culture is a plus but not a requirement.

This is a full-time position with flexible work options.

Location: Alexandria, VA, with hybrid / remote work option

How to apply

Those who would like to be considered for the position should send a resume, a cover letter outlining how you meet the specific desired skills and qualifications of the position, a writing sample, and the contact information for 2 (two) references to **Adelaide Kahn-Fowler at akahn@protectourdefenders.com**. Please be sure to include your full name and the name of the position you are applying to in the subject line along with your application materials (eg. "Adelaide Kahn-Fowler - Operations and Casework Associate").

While we sincerely appreciate all applications, only those candidates selected for an initial interview will be contacted.

For more information about POD visit: www.protectourdefenders.com.

Protect Our Defenders is an equal opportunity employer. We encourage and consider all applications without regard to race, religion, gender, sexual orientation, gender identity, age, national origin or physical ability. We are firmly committed to complying with all federal, state, and local equal employment opportunity ("EEO") laws.