

# Coalition for Integrity

Position Profile: Program Officer, Coalition for Integrity, Full-time position, Washington D.C.

The Coalition for Integrity, a leading advocate against corruption and for integrity, is seeking a motivated professional for the role of Program Officer.

## Key Responsibilities:

The Program Officer will provide research assistance to a project which assesses the legal framework for anti-corruption in U.S. state governments. Responsibilities include reviewing state ethics laws, synthesizing the data collected; drafting a report reflecting the findings and recommendations; and assisting with communications and social media efforts.

The Program Officer will also engage in a range of activities related to the organization's anti-corruption agenda including policy research on several anti-corruption issues, improving the Coalition's public profile and social media presence (Facebook, Twitter, web site content), providing support for program events, assisting with event attendance and reporting, drafting correspondence, and performing general office and program administrative activities.

## Key Qualifications:

- Bachelor's degree in a field such as political science, international relations, criminal justice, public affairs. Master's degree preferred.
- 1-2 years of work experience in the anti-corruption or in the not-for-profit field.
- Experience and familiarity with data visualization tools (graphics, charts), Word Press and social media is a plus.
- Familiarity with research processes and Microsoft excel
- Superior English-language writing skills
- Ability to summarize complex information in a clear, concise and accurate way
- Strong research, creative thinking, and analytical skills
- Excellent organizational skills and impeccable attention to detail
- Ability to learn quickly and work well in a team

Candidates should send a cover letter (including compensation history if applicable), resume, references, and short writing sample to [sshah@coalitionforintegrity.org](mailto:sshah@coalitionforintegrity.org) by August 31, 2018 with the subject line- Program Officer. Potential candidates of interest will be contacted by the Coalition for Integrity. Applications will be considered on a rolling basis

Coalition for Integrity is a non-profit, non-partisan 501(c)(3) organization. We work in coalition with a wide range of individuals and organizations to combat corruption and promote integrity in the public and private sectors. Within the United States, the Coalition supports policies to foster the integrity of government, business. Among other things, it has issued an Integrity Challenge to candidates for election, supported strong enforcement of laws and regulations against corruption and called for action to combat money laundering. The Coalition also actively supports initiatives to curb corruption in international trade and business transactions, including the U.S. Foreign



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Corrupt Practices Act, the OECD Anti-Bribery Convention and the U.N. Convention against Corruption.

We offer a competitive salary commensurate with experience. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States. The Coalition for Integrity is an equal opportunity employer and we highly value diversity in our workplace. CFI does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, parental status, military service, or other non-merit factor.



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