



## **JOB ANNOUNCEMENT NORTHERN VIRGINIA/D.C. EXECUTIVE SUPPORT FELLOW**

The Reproaction Education Fund is a new direct action group forming to increase access to abortion and advance reproductive justice. We are proud of our left-flank analysis, and are already making waves for our willingness to take bold action. And, we're growing!

### **POSITION DESCRIPTION**

Reproaction is looking to hire an executive support fellow in the Northern Virginia/D.C. area to assist our co-director. Tasks may include administrative support, research, communications, participating in direct actions, and any other tasks associated with supporting our co-director as she leads administrative, executive, and operations functions for the organization. This is a part-time, temporary position reporting to and working closely with Reproaction's co-director.

### **RESPONSIBILITIES**

- Staffing and supporting locally based co-director, including but not limited to administrative duties, such as submitting proposals, managing receipts and drafting expense reports, booking travel and purchasing equipment, and printing materials
- Assisting with communications, including but not limited to reviewing emails, drafting content for social media or email, scheduling webinars, working with software platforms, and media outreach and scheduling
- Participating in direct actions that fit into Reproaction's strategic objectives under the guidance of Reproaction's co-director
- Executing direct actions, including preparing material, documenting actions through photo, video, and audio collection, and assisting with the debrief process after direct actions
- Attending select Reproaction team meetings, as available and assigned
- Additional duties as assigned, including but not limited to campaigns, opposition research, or event planning

### **QUALIFICATIONS**

- Excellent interpersonal skills, attention to detail, experience with public speaking, and a commitment to getting it right
- Proficiency in social media, specifically during events
- Experience with direct action activism or campaigns, either in a paid capacity or as a volunteer
- Initiative and ability to self-motivate in an all-virtual, startup organization
- Ability to work with urgency and under pressure while remaining calm, organized, and professional
- Accountability and receptiveness to performance-based direction
- Adaptability and an entrepreneurial spirit; comfort with creativity and experimentation
- College degree in progress preferred, although education and professional experience flexible for the right candidate

## **REQUIREMENTS**

- Fierce and firm commitment to reproductive justice, including but not limited to abortion rights without exceptions
- Ability to work without supervision in a home office or other self-chosen professional environment with Internet access and minimal background noise
- Ability to work some evening and weekend hours as required by actions or events
- Strong interpersonal skills, especially the ability to work with diverse people

## **ADDITIONAL CONSIDERATIONS**

This is an intern/fellow-level position that is best for someone who demands more and better for our movement. Work will be performed remotely and/or in the co-director's home office in Northern Virginia. Pay is \$15/hour without benefits, and the position will be 8 hours per week, with schedule to be set jointly by fellow and supervisor. This position will run September 9 – October 31, 2019.

The Reproaction Education Fund is a fiscally sponsored project of NEO Philanthropy, a 501(c)3 organization.

## **HIRING POLICY**

Reproaction Education Fund/NEO Philanthropy is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, gender identity or any other legally protected status.

## **APPLICATION**

To apply, send an email with the subject line "Northern Virginia Executive Support Fellow" to [reproaction@gmail.com](mailto:reproaction@gmail.com) with the cover letter written in the body of your email (do not send your cover letter as an attachment). Your cover letter should address why you are a good fit for the position. Attach the following:

- Resume
- An original statement detailing your commitment to reproductive justice, not to exceed two paragraphs
- Three professional references, including name, relationship to you, email address, and telephone number for each reference.

We regret that we may not be able to respond to all applicants.