

## **JOB ANNOUNCEMENT ORGANIZING 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 a fellow to assist our lead organizer with tasks related to event planning and community organizing in Washington. Tasks include venue research, recruiting speakers, event publicity, organizing direct actions, activist outreach, preparing volunteers for direct actions, and other tasks as assigned. This is a part-time, temporary position reporting to and working closely with Reproaction's lead organizer. The fellowship will start in February and is expected to run through early June 2020.

### **RESPONSIBILITIES**

- Planning and executing direct actions, including activist recruitment, preparing materials, documenting actions, and assisting with the debrief process after direct actions
- Preparing for events including publicity outreach, speaker recruitment, preparing materials, staffing events, documenting events through photo, video, and audio collection, and assisting with post-event activities
- Attending select Reproaction team meetings, as available and assigned, and weekly one-on-one meetings with Reproaction's lead organizer
- Writing tasks as assigned, including blog posts and letters to the editor
- Additional duties as assigned

### **QUALIFICATIONS**

- Detail oriented, highly developed organizational skills, and a commitment to getting it right
- Excellent interpersonal communications and public speaking skills
- Experience with event planning, event execution, and post-event follow up
- 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
- This is an entry level position. Education level and professional experience flexible for the right candidate. Can be flexible to the schedule of a current student.

### **REQUIREMENTS**

- Fierce and firm commitment to reproductive justice, including but not limited to abortion rights without exceptions
- Evidence of strong engagement in the reproductive justice community in Washington;

on-site work will be required in Seattle.

- Ability to work without in-person 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
- Ability to travel up to 15 hours/month to various locations in the state, such as Seattle and Everett.

### **ADDITIONAL CONSIDERATIONS**

This is an intern/fellow-level position that is best for someone who demands more and better for our movement, and is probably not your stepping stone into politics or within a mainstream reproductive rights organization. The pay for this role is \$15/hour without benefits, and the position will be around 10 hours per week for an expected 16 weeks. The fellowship will start mid-February and run through early June 2020.

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 "Washington Fellowship" to [caitlin@reproaction.org](mailto:caitlin@reproaction.org) 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.