



JOB ANNOUNCEMENT OUTREACH COORDINATOR

The Reproaction Education Fund leads bold action to increase access to abortion and advance reproductive justice. We are a left-flank culture change organization with deep chops in strategic communications, fearless opposition research, and community organizing, including but not limited to non-violent direct action. We are committed to racial justice. And, we're growing!

POSITION DESCRIPTION

The outreach coordinator supports Reproaction's day-to-day digital communications and operations to increase access to abortion and advance reproductive justice. They will operate on social media platforms, organizational website(s), and organizational communications accounts, and contribute to opposition research products. This is a full-time, overtime-exempt, permanent position reporting to and working closely with and reporting to the digital outreach and opposition research director. While Reproaction is an all-virtual organization, strong preference for this position will be given to candidates who live in or are willing to relocate to the metropolitan area of Washington, D.C.

RESPONSIBILITIES

- Run Reproaction social media accounts, including but not limited to Twitter, Facebook, Instagram, and LinkedIn
- Update the organization website on a regular basis and perform other digital communications tasks assigned by the digital outreach and opposition research director
- Serve as a back-up to send out Opposition Daily and Reproaction research products to allies when chief research analyst is absent
- Draft content for suggested messaging to allies regarding key opposition trends as assigned
- Contribute to initiation of online actions targeting the pro-life movement, especially drafting email alerts targeting Reproaction supporters, creating social content, and developing and maintaining campaign websites as assigned
- Maintain the *Fake Clinic Database*, a collection of all discoverable crisis pregnancy centers in the United States, performing regular data sweeps following Reproaction protocol to ensure product remains rigorously researched, independently verified, and best-in-class
- Support executive director on media projects as assigned
- Apply reproductive justice and Reproaction theory of change to create digital materials with increasing focus on ending the solvency of the anti-abortion movement, and coordinating with others on the team who engage in this work
- Keep abreast of the activities of the pro-life movement on a daily basis, and escalate urgent opportunities and strategic inflection points to digital outreach and opposition research manager
- Collaborate on strategy and tactics as a member of the digital outreach and opposition research team
- Flag opportunities for content creation, comment, collaboration, or response in online communications, such as days of action or anniversaries of key events in social and reproductive justice

QUALIFICATIONS

- Experience with activism or campaigns, either in a paid capacity or as a volunteer
- Experience with working in a variety of digital platforms
- Flexible, self-starter, and multi-tasker
- Discretion and judgement, including strong discernment skills and ability to hold confidential information at close hold
- Strong research, online writing, critical analysis and editing skills, and a commitment to getting it right
- Proficiency in social media, including an ability to create shareable graphics; experience with Wordpress and Canva preferred but not required
- Initiative and ability to self-motivate in an all-virtual, start-up organization
- Ability to work with urgency and under pressure while remaining calm, organized, and professional
- Accountability, a commitment to professionalism and open communication, and receptiveness to performance-based direction
- Adaptability and an entrepreneurial spirit; comfort with creativity and experimentation
- College degree 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 with a remote supervision
- Ability to work 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 in support of volunteer activists
- Ability to travel on occasion
- Strong interpersonal skills, especially the ability to work with diverse groups and willingness to consider alternative points of view

ADDITIONAL CONSIDERATIONS

This is a professional-level position (0-2 years relevant experience) that is best for someone who demands more and better for our movement. Salary is \$55,000 annually and includes benefits, with opportunity for growth based on performance.

The Reproaction Education Fund is a fiscally sponsored project of NEO Philanthropy, a 501(c)3 organization. Through NEO Philanthropy, this position is offered a full benefits package, including 100% medical coverage for the employee and 90% medical coverage for dependents; 100% coverage for vision, dental, life/AD&D, long-term disability. NEO also offers a 401K retirement savings plan, Healthcare Reimbursement Arrangement (HRA), Medical FSA, Dependent Care FSA, commuter benefits, Employee Assistance Program, other supplemental benefits and paid time off.

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 "Outreach Coordinator" to jessica@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 outreach coordinator 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

Applications that do not conform to the above requirements will not be considered. We regret that we may not be able to respond to all applicants.