



JOB ANNOUNCEMENT ARCHIVAL RESEARCH 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

A stickler for details and organization, the archival research coordinator occupies a critical administrative role in the day-to-day operations of Reproaction's research team. This role involves archiving and keeping up-to-date on a day-to-day basis pre-existing, future-dated, and ongoing Reproaction research products, as well as original source materials to support our organizational priorities. This team member will work collaboratively with the Reproaction research and executive teams to develop strategies suited to readying Reproaction research for evergreen use in a variety of Reproaction public and internal products. This person will also collaborate with members of staff principally responsible for creating written research products that leverage key vulnerabilities of opponents of human rights with an eye toward eliminating the ability of opponents to spread those views. This is a full-time position reporting to the Senior Vice President of Research and Movement Building, and involving frequent collaboration within the executive team.

RESPONSIBILITIES

- Building and maintaining storage systems for Reproaction internal reporting – both original content and source material
 - Ensuring the accessibility of Reproaction internal resources by determining the appropriate categorization and digital storage structure, analyzing the substantive content of the resource, and correctly storing and filing information
 - Ensuring the backlog of Reproaction resources are correctly categorized and usable for research team products
- Providing rapid response support to internal colleagues engaged in timely research needs, including locating source materials, original reporting, and new sources, as well as off-the-shelf written products, and feeding relevant information to researchers
- Supporting regular maintenance of calendar of events for research priorities
- Participating in offline actions and organizing efforts relevant to campaigns and research, and collaborating with other relevant Reproaction staff as appropriate

- Assisting in original research as necessary and assigned by Senior Vice President of Research and Movement Building
- Supporting live virtual and in-person events for Reproaction partners and public audiences, as assigned
- Other tasks supporting the research team and executive team, as assigned

QUALIFICATIONS

- Understanding of major players in anti-abortion movement, their tactics, and their vulnerabilities
- Awareness of policy changes and their implications, how policy is created and passed and how lobbying impacts policy-making
- Strong discernment for threshold and utility of information, and ability to zoom into the finer details of a piece of information as well as zoom out to the bigger picture for niche and generalist audiences alike
- Ability to spot and report on policy trends
- Skill in discernment in transcription of live events – understanding of threshold for reporting and annotation for research priorities and partner interest
- Discretion and judgment, including strong discernment skills and ability to hold confidential information at close hold
- Experience with research, lobbying, activism, local government, or campaigns, either in a paid capacity or as a volunteer
- Strong research, online writing, and editing skills, and a commitment to getting it right.
- 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
- Undergraduate study with an emphasis on research methods, writing, archiving, or information management or library sciences 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 and as opposition events require
- Ability to travel 1-4 times yearly
- Strong interpersonal skills, especially the ability to work with diverse groups and willingness to consider alternative points of view

- Absolute confidentiality, discretion, and organizational orientation: Deep commitment to Reproaction, its strategies, methods, practices, and people, with understanding that opponents are always watching and seeking to destroy.
 - Discretion: Handle work discreetly and confidentially. Exercise excellent judgment as a member of the team with access to sensitive information.
 - Organizational orientation: understand Reproaction's role in the movement and progressive space and where our power rests within that, and bring motivation, positivity, and collaborative spirit to your slice of that work.

ADDITIONAL CONSIDERATIONS

This is a professional-level position (1-3 years relevant experience) that is best for someone who demands more and better for our movement. Salary is \$55,000 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.

All Reproaction staff are required to be vaccinated against COVID-19. Requests for medical and/or religious exemptions from the vaccination requirement will be considered on an individual basis, to the extent required by law.

APPLICATION

To apply, send an email with the subject line "Archival Research Coordinator" to shireen@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.