



JOB ANNOUNCEMENT EXECUTIVE ASSISTANT

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

Reproaction is looking to hire an executive assistant to manage communication and scheduling for our executive director. Tasks may additionally include administrative support, research, communications, participating in direct actions, and any other tasks associated with supporting the executive director. While Reproaction is an all-virtual organization, preference for this position will be given to candidates who live in or are willing to relocate to the greater metropolitan area of Washington, D.C. This is a full-time, overtime-eligible position reporting to and working closely with Reproaction's executive director.

RESPONSIBILITIES

- Manage communication and scheduling for executive director, including but not limited to triaging emails, drafting content for executive director communications, and scheduling online events
- Book media and speaking engagements, including outreach, scheduling, and travel
- Handle administrative and other duties as assigned on behalf of executive director, including but not limited to submitting proposals, managing receipts and drafting expense reports, booking travel and purchasing equipment, checking post office box, and printing materials
- Coordinate travel arrangements and create trip itineraries
- Support deputy director as needed to manage smooth process for internal projects requiring executive director approval
- Maintain comprehensive and accurate records, documents, and reports
- Organize meetings, including scheduling, sending reminders, and organizing catering and/or travel when necessary
- Answer incoming phone calls when required and relay accurate messages, acting as a gatekeeper when required to protect executive director's schedule
- Welcome visitors to Reproaction events and provide support as needed
- Manage executive director's day-to-day calendar, including making appointments and prioritizing the most important matters
- Prepare reports and special projects as requested
- Participate in direct actions or research as requested
- Attend and support Reproaction team meetings
- Discretion on sensitive matters relating to our research, campaigns, and tactics

QUALIFICATIONS

- Excellent interpersonal skills, attention to detail, and a commitment to getting it right
- Time management and ability to meet deadlines

- Strong organizational skills and ability to handle competing priorities
- Problem-solving and decision-making skills
- Excellent written and verbal communications skills
- Comfort with social media and basic computer programs such as Microsoft Office
- Ability to act as a gatekeeper and escalate relevant information as needed
- Ability to treat confidential information with appropriate discretion
- 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
- Experience with activism or campaigns preferred, either in a paid capacity or as a volunteer
- 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 remote 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 if required by actions or events
- Ability to travel on a few short trips to other states per year on occasion, public health permitting
- Strong interpersonal skills, especially the ability to work in diverse environments and willingness to consider alternative points of view.

ADDITIONAL CONSIDERATIONS

This is a professional position (0-2 years experience). Work will be performed remotely, with occasional work possible in the executive director's home office beginning no earlier than July 2021, public health conditions permitting. Salary is \$44,000 and includes benefits.

The Reproaction Education Fund is a fiscally sponsored project of NEO Philanthropy, a 501(c)3 organization. This position is offered a full benefits package, including 100% medical coverage for the employee and 90% medical coverage for dependents; and 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 "Executive Assistant" to erin@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.