



## **JOB ANNOUNCEMENT CAMPAIGN 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 campaign coordinator leads day-to-day opposition tracking of abortion opponents in targeted states, creating top-notch opposition research, communications, and campaign support in service of reproductive justice. This is a full-time position reporting to and working closely with Reproaction's senior outreach producer, and includes frequent collaboration with Reproaction's senior research analyst. While Reproaction is an all-virtual organization, preference for this position will be given to candidates who live in the metropolitan area of Washington, D.C. This is a full-time exempt position.

### **RESPONSIBILITIES**

- Monitor activities of the pro-life movement on a daily basis in pre-determined target states
- Conduct targeted opposition research as assigned, collaborate with members of the team and/or stakeholders, and convert research into campaigns as appropriate
- Plan and manage offline actions and organizing efforts relevant to Reproaction's national campaigns, and work in partnership with Reproaction staff to capitalize on direct action and rapid response opportunities
- Initiate online actions targeting the pro-life movement, including drafting email alerts for Reproaction supporters and creating social content
- Participate in offline actions and organizing efforts relevant to campaigns and opposition research, and collaborate with Reproaction organizers as appropriate
- Prepare internal reports for Reproaction staff, organizers, volunteers, and select partners as assigned; disseminate reports on behalf of senior research analyst as may be needed
- Maintain and build relationships with community organizations and partners working at the intersection of abortion access, equitable health care access, and reproductive justice
- Collaborate with Reproaction leadership on research and campaign strategy and tactics

- Update website content and other duties as assigned

## **QUALIFICATIONS**

- Experience with activism, research, organizing, or campaigns, either in a paid capacity, as an academic internship, or as a volunteer
- Basic research, online writing, and editing skills, and a commitment to getting it right
- Proficiency in social media, including an ability to create shareable graphics or a willingness to learn; experience with Wordpress 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 and growth
- Adaptability and an entrepreneurial spirit; comfort with creativity and experimentation
- College degree preferred, although education and relevant work 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
- Ability to work in a self-chosen work environment
- Ability to work some evening and weekend hours in support of volunteer activists
- Ability to travel on occasion, not applicable until at least September 2021
- Strong interpersonal skills, especially the ability to work with diverse people and willingness to consider alternative points of view

## **ADDITIONAL CONSIDERATIONS**

This is a professional-level position (0-2 years of relevant paid experience) that is best for someone who demands more and better for our movement. Salary is \$44,000 with opportunities for growth based on performance. 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. This position is also offered a 401(k) retirement savings plan, Healthcare Reimbursement Arrangement (HRA), Medical FSA, Dependent Care FSA, commuter benefits, Employee Assistance Program, and other supplemental benefits and paid time off.

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 "Campaign Coordinator" to [evonnia@reproaction.org](mailto:evonnia@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 campaign 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.