

JOB ANNOUNCEMENT

Title: Organizing Fellow

Location: Remote

Duration: 6 weeks (April – May 2022)

Status: Part-time (8 hours/week)

Compensation: \$15/hour / no benefits

Reports To: Outreach and Culture Manager

The Reproaction Education Fund leads bold action to increase access to abortion and advance reproductive justice. The Reproaction Education Fund is a fiscally sponsored project of NEO Philanthropy, a 501(c)3 organization. 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 two organizing fellows to assist our outreach and culture manager with tasks related to digital event planning and community organizing for our self-managed abortion campaign. Tasks include event publicity, organizing strategy sessions, activist outreach, and other tasks as assigned. This is a part-time, temporary position reporting to and working closely with Reproaction's outreach and culture manager. The fellowship will start in April and run through late May 2022, with eight hours of work per week. We are looking for at least one of the fellows to be located in the Pacific or Mountain Time Zones, although an exception may be made for the right East Coast-based candidate with evening availability.

RESPONSIBILITIES

- Planning and executing strategy sessions, including activist recruitment, preparing materials, documenting actions, and assisting with the debrief process.
- Preparing for events including publicity outreach, speaker recruitment, preparing materials, staffing events, 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
- Develop educational materials, including but not limited to fact sheets, and toolkits.
- 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
- Experience with direct action activism or campaigns, either in a paid capacity or as a volunteer
- 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

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
- Ability to work without 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

HIRING POLICY

Reproaction Education Fund at 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. Women, people of color, LGBTQ candidates are strongly encouraged to apply.

APPLICATION

To apply, send an email with the subject line "Organizing Fellowship" to 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.