



**NATIONAL NETWORK OF
ABORTION FUNDS**

**Part-Time Position Available:
Membership and Organizing Intern
National Network of Abortion Funds**

Deadline: Open until filled, interviews scheduled on a rolling basis

Estimated Date to Hire: August 2017

Organizational Overview:

The National Network of Abortion Funds (NNAF) builds power with members to remove financial and logistical barriers to abortion access by centering people who have abortions and organizing at the intersections of racial, economic and reproductive justice. Together with our members, we advocate for cultural and political change to ensure access for people who face the greatest obstacles to abortion access: low-income women, women of color, young women, and transgender and gender nonconforming people. This is an exciting time for NNAF as we grow under new leadership, nurture new funds emerging in underserved areas, deepen our support for funds working within the reproductive justice framework, and co-lead a bold national coalition campaign to increase abortion access by restoring Medicaid coverage for abortion. We are working to make access to abortion a reality for everyone, no matter their resources. We are building a movement, mentoring young leaders, and working toward a world in which everyone can shape their own futures and families. We invite you to join us as the newest member of our dedicated and growing team.

NNAF is comprised of a multi-racial, multi-religious, gender expansive staff of 25, located across the United States. We ensure weekly one-on-one supervision, face-to-face virtual staff meetings, and more.

Reports to: Movement Building Associate and New Funds Coordinator

Status: 20 hours/week,

Compensation: \$15/hour; 1 hour of paid earned time off for every 30 hours worked

Location: Boston

Time commitment: 20 hours per week in four to eight-hour blocks between 8:30am-5:30pm, Monday-Friday; minimum 12-week commitment.

Position Summary: The National Network of Abortion Funds seeks a part-time intern who will support multiple staff members across departments, including many aspects of administration and planning for our membership and organizing strategies.

Primary Responsibilities:

- Support logistics and membership engagement initiatives for NNAF’s Individual Membership strategy, including shipping, data management, and communication projects with members.
- Support the Membership and Organizing Teams in event planning, data collection, and support to member abortion funds in projects such as regional convenings and new funds support.
- The intern will have the opportunity to learn from staff members across the organization and discuss their roles and how they function within NNAF.
- The intern will also have the opportunity to work on a project catered to the Intern's interest, for example:
 - Joining an abortion fund task force and/or working group to help address issues facing our network and our communities.
 - Assisting in the development of resources (i.e. case studies, facilitation guides, and abortion fund manuals) for abortion fund members.

Preferred Qualifications:

Experience and Skills

- Ability to work with diverse staff and board with sense of humor
- Self-motivated, resourceful, creative, and able to work independently and on a team
- Responsible, flexible, hard-working, ethical
- Proactive about questions, ideas, and progress reports.
- Highly organized
- Willing to take risks and be a self-starter; you will be working with at least one remote supervisor
- Strong multi-tasking, prioritization, and time management skills; ability to meet deadlines
- Strong attention to detail, with a commitment to accuracy
- Written, verbal, and interpersonal skills
- Computer literacy skills including Microsoft Office and Google Drive
- Previous experience in direct service, such as hotline volunteering, is helpful but not required
- Previous experience in event planning is helpful but not required

Approach

- You are committed to abortion access and full reproductive health care for all.
- You are committed to community organizing as an approach for social change.
- You demonstrate a deep commitment to gender, economic, and racial justice for all.
- You enjoy working with diverse staff and board in an organization committed to racial justice.
- You have a desire to learn about day-to-day operations of a small non-profit

- You have a desire to learn about event planning from a social justice approach

NNAF is an equal opportunity employer. We seek to build and maintain a diverse staff with regard to race, culture, ethnicity, class, religion, physical ability, age, gender, and sexual orientation.

As an organization working in solidarity with the reproductive justice movement, NNAF is committed to fostering the leadership and elevating the voices of women, young people, people of color, Native people, immigrant and refugees, low-income people, LGBTQ+ and trans* people, people who have had abortions, people with disabilities, young parents, people who were formerly imprisoned, people who have received funding for abortions, and people living in the many intersections of these experiences.

We strongly encourage people from these communities to apply.

How to Apply:

Interested applicants should email their resume, cover letter, a writing sample, and three references to the National Network of Abortion Funds at: jobs@abortionfunds.org

Please use this subject line: [First and Last Name] Membership and Organizing Intern

We are interested in candidates who demonstrate strong writing, verbal, technical, and organizational skills and who can speak to NNAF's mission and what it would mean to work at NNAF. Please be sure to describe your personal connection or commitment to NNAF's mission in your cover letter. Also, mention where you found this posting.

If you are not currently located in Boston, please include your plan for how you will commute to this internship. Examples: you are starting school in Boston soon and will be moving shortly; you plan on taking the commuter rail and/or subway; etc.

Applications reviewed on a rolling basis.

No calls please.