



## **Job Announcement**

### **Field Fellow**

**April 2021**

#### **Organizational Overview**

URGE plays a unique and critical role as a reproductive justice organization that engages young people and catalyzes their power to fight for the ability of all people to build the families they want, access the healthcare they need, and to live and love in a way that's true to who they are. Working with young people ages 18-30, and the leadership of young people of color, women, queer, trans, and nonbinary folks, and people of low-income, URGE provides training, field mobilization and national leadership to move policy, systemic, and cultural change.

#### **Position Summary**

URGE seeks a committed, experienced individual who is passionate about reproductive and social justice to support the activities of our field team.

URGE's field program identifies, organizes, and mobilizes young people who care about issues of sexual health, reproductive justice, racial justice, LGBTQ liberation, and gender equity. We provide trainings and engagement and leadership opportunities that enable young people to build visibility and political power to impact policy and culture change in state and nationally.

Qualified candidates will have knowledge of and commitment to reproductive justice, racial justice, LGBTQ liberation, and/or gender equity. Qualified candidates will have familiarity with Microsoft Outlook, Google Suites and Zoom, excellent communication and organization skills. Some experience with issue campaigns, member development and civic engagement preferred but not required.

#### **Placement:**

This position can be based anywhere; preference will be given to candidates with experience living or working in any of the following states: Alabama, California, Georgia, Kansas, Ohio, or Texas. URGE may not have an office in all these locations; candidates must be prepared to work from a home office with equipment provided by URGE.

This is a full time, 10-month long fellowship that will report to the Field Director.

#### **Responsibilities:**

- Provide administrative support to field director
- Manage communication technology for field team events (e.g. Slack, Zoom, etc)
- Building library of field resources through guided research
- Assess and update trainings for field organizers
- Build trainings in collaboration with field director and staff

- Create agendas for and support timekeeping and facilitation in team meetings
- Provide administrative, notetaking, and scheduling support for working group meetings and projects
- Assisting field, policy, and communications projects as needed
- Other duties as assigned

**Qualifications:**

- 1-2 years volunteer, campus or community group, or other experience with social justice organizing or nonprofit work
- Commitment to reproductive and gender justice, abortion access for all, queer and trans liberation, building young people's political power, and dismantling white supremacy.
- Commitment to co-creating a work environment that is just, equitable, and inclusive to all, including Black, Indigenous, and other people of color, LGBTQIA+ people, women, and people with disabilities.
- Extremely strong organizational skills.
- Excellent written and verbal communication skills in English
- Proficiency with social media platforms, including Facebook, Twitter, and Instagram
- Familiarity with Microsoft Office programs, Google Drive
- Ability to juggle multiple tasks with attention to detail, strong time management, organization and prioritization skills
- Flexibility and adaptability to change
- Ability to work well independently as well as with a team, take direction and feedback, and share skills and knowledge
- Ability to work independently
- Comfort learning new online tools

**Salary:** \$37,500 annually with excellent benefits, including health and dental coverage for staff fully paid by URGE. Because of the differences in cost of living based on location, URGE utilizes location in determining salary, among many factors.

**To Apply:** Applications are accepted on a rolling basis. Please state "**Field Fellow**" on the subject line. Incomplete applications will NOT be considered. Please send a cover letter and resume to [jobs@urge.org](mailto:jobs@urge.org).

*URGE is an equal opportunity employer. Black, Indigenous and other people of color, LGBTQIA+ people, and those with disabilities are strongly encouraged to apply.*