Job Announcement
Policy Assistant
(2022)

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.

At the core of URGE’s mission are our values, and a commitment to justice, equity, diversity, and inclusion, disrupting anti-Blackness and dismantling white supremacy. We seek candidates whose values are aligned with those of our organization.

Position Summary:

This is a part-time position will begin February 2022 and end June 2022.

The Policy Assistant will get an inside understanding of the fight to attain reproductive justice through federal, state, and local policy efforts. In addition to experience with legislative activity, the Policy Assistant will also gain experience in coalition building, working with partner organizations around key reproductive justice issue areas.

The Policy Assistant reports to the Federal Policy Manager and/or Director of Policy.

Placement: The position is remote. There is a preference for individuals located in one of our focus states (AL, CA, GA, KS, OH, TX) or Washington, D.C.

Responsibilities:
The Policy Assistant will conduct meaningful tasks and are responsible for their own individual projects. URGE provides substantial projects in the areas of:

- Policy: Research, legislative tracking, bill analysis, administrative/executive agency comments, etc.

Qualifications:

- Ability to commit to part-time work between February – June 2022 (hours to be determined)
- A passion for reproductive justice and social justice issues
- A strong interest in learning about policy and advocacy tools (previous experience is helpful, but not required)
- A commitment to youth activism
- Active member of an URGE Chapter or City Activist Network, and/or associated with a reproductive justice organization is preferred
• Strong commitment to URGE’s mission and values, particularly supporting reproductive freedom and promoting youth activism and leadership.
• 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.

Salary: $18/per hour, paid on bi-monthly basis. If interested in receiving course credit, please include the required documentation from your school/program with your application.

To Apply: Applications are accepted on a rolling basis. Please state “Policy Assistant” in subject line. Please submit a current resume, brief (1-2 paragraphs) cover letter expressing your interest and detailing your qualifications to hradmin@urge.org.

URGE is an equal opportunity employer. People of color, lesbian, gay, bisexual, transgender people and those with disabilities are strongly encouraged to apply.

(1/27/22)