



## Associate Director - Pennsylvania

Deadline: May 17, 2019 | Reports To: Deputy Directors | Location: Philadelphia, PA

### Description

The *Associate Director – Pennsylvania* provides overall leadership for our administrative, policy advocacy, community organizing and programmatic activities in Pennsylvania outside of Pittsburgh and Southwestern Pennsylvania in this hybrid position. The *Associate Director – Pennsylvania* is primarily responsible for leading our current body of work in Philadelphia, management of the New Voices Philadelphia office and expansion of our Reproductive Justice work across Pennsylvania.

The *Associate Director – Pennsylvania* will build strong relationships with New Voices Philadelphia Staff, program participants, community stakeholders and partner organizations to ensure our movement-building in Pennsylvania meets our desired goals and outcomes. In addition to acting as a liaison between key stakeholders, the *Associate Director – Pennsylvania* will work closely with the Executive Director and their counterpart, the *Associate Director – Ohio*, to create a strategic vision that complements both our local and federal policy advocacy. The *Associate Director – Pennsylvania* will also connect our state-specific work to our broader organizational efforts for leadership development, community organizing, policy advocacy and culture change.

New Voices for Reproductive Justice is searching for a bold leader, intersectional thinker and outcomes-focused administrator committed to our mission of building a social change movement dedicated to the health and well-being of Black women, femmes and girls.

### Principal Areas of Responsibility

Under the direction of the Executive Director and Deputy Directors, the *Associate Director – Pennsylvania* is responsible for:

- Serving as the primary point of contact for our work in Pennsylvania for our state-based leadership programs, state-level community organizing, regional networks, state partnerships and stakeholders;
- Working with the Administrative Team to deliver our work in an effective, sustainable and innovative manner and tracking our impact through a variety of qualitative and quantitative evaluation tools;
- Supporting the Policy Team with relationship-building with policymakers, advancing the New Voices Reproductive Justice Agenda and providing leadership in key state and national policy partnerships;
- Developing our community organizing infrastructure by working closely with the Community Organizing Team to replicate and expanding our *Voice Your Vote! Project™*, supporting base-building across Pennsylvania in key regions and providing guidance as needed on the ground in Philadelphia;
- Implementing the next iteration of the *Reproductive Justice Leadership Network™* in Pennsylvania in conjunction with the Program Team, providing direct supervision to the RJLN Facilitator and supporting the leadership development of the RJLN program participants;

- Providing leadership in our program partnership for our abortion access work based in Philadelphia and working closely with the Policy and Community Organizing Team to guide its implementation;
- Supporting the replication of leadership development programs such as the *SistahSpeak! Youth Project™* and community engagement initiatives such as *Women of Color HERStory Month®*;
- Supervising and Pennsylvania-based Staff outside of Pittsburgh and Southwestern Pennsylvania on a daily basis to manage performance and cultivate leadership while maintaining consistent and active communications;
- Speaking on behalf of New Voices about our specific work in Philadelphia and Pennsylvania conferring with the Communications Manager and Executive Director;
- Contributing content from Pennsylvania for use in communications and marketing materials as well as our social media platforms;
- Conducting and/or coordinating Pennsylvania-based trainings on Reproductive Justice, race and gender oppression, leadership development, community organizing, policy advocacy, integrated voter engagement and our core issues;
- Co-coordinating New Voices intra-state and inter-state convenings i.e. *Lorde-Baldwin Leadership Institute™* and *In Our Own Voice Reproductive Justice Week of Action*;
- Tracking program reporting requirements to deliver outcomes outlined in grants awarded; and
- Communicating and working collaboratively with the Philadelphia Staff and across all Departments.

*The responsibilities outlined above are not exhaustive. The Board of Directors, Senior Staff and internal and external factors may require additional tasks as needed.*

## **Required Skills and Qualifications**

- Affirm the core principle of Reproductive Justice and Human Rights for Black women, femmes and girls, women of color and LGBTQ+ people of color;
- A Bachelor's degree in a relevant field such as Public Administration, Public Policy, Business Administration or an equivalent combination of education and ten (10) years of experience in non-profit administration, operations/project management, policy advocacy, leadership development, community organizing, program development and coalition-building;
- Ability to work with a continuum of Black women, femmes and girls and people of color including but not limited to ability, age, education, familial status, gender, gender identity, gender expression, immigrant status, incarceration status, race, sex, sexual orientation and socioeconomic status;
- Seven (7) years minimum working in non-profit, community-based and/or advocacy organization;
- Five (5) years minimum experience managing and supervising Staff;
- Three (3) year minimum experience working with Black women, femmes and girls;
- Three (3) years minimum working experience in any of the following: Reproductive Justice, Human Rights, Black Women's Health, Leadership Development, Community Organizing, Policy Advocacy, and/or Voter Engagement;
- Possess excellent oral and written communications;
- Demonstrate discipline and motivation in completing designated projects, exhibit ability to work independently and excellent time management skills;
- Be reliable, organized and able to multi-task;
- Exhibit creativity, resourcefulness and flexibility – must be able to work evenings and weekends;
- Personal qualities include passion, enthusiasm, motivation, commitment, integrity, humor, optimism, positivity and ability to inspire others to engage with New Voices; and
- Proficiency in Microsoft Office and experience with database programs such as Every Action.

## **Compensation**

The *Associate Director – Pennsylvania* is a full-time, permanent position based in Philadelphia, Pennsylvania. The salary range for this position is \$63,000-\$68,000 and it is commensurate with experience. All positions are based on available funding in any given fiscal year.

## **Physical Demands**

While performing the duties of this position, the *Associate Director – Pennsylvania* is regularly required to sit, stand, walk, speak and hear. This position requires extensive computer use. The *Associate Director – Pennsylvania* must occasionally lift/move up to fifty (50) pounds. Reasonable accommodations will be made to enable otherwise qualified individuals with disabilities to perform essential functions.

## **Travel**

The *Associate Director – Pennsylvania* must possess a valid driver's license and have access to reliable transportation with current auto insurance. This position requires extensive travel within Philadelphia and across Pennsylvania – approximately 25% – to perform the duties required of the position as well as regular trips to the New Voices headquarters in Pittsburgh and New Voices Philadelphia as needed.

## **Equal Opportunity**

New Voices for Reproductive Justice is an equal opportunity employer. *Transgender people, gender non-conforming people, people with disabilities and formerly incarcerated people are encouraged to apply.*

## **To Apply**

To apply for the *Associate Director – Pennsylvania* position, please email your cover letter, resume and three (3) professional references to [jobs@newvoicespittsburgh.org](mailto:jobs@newvoicespittsburgh.org) by May 17, 2019. For any questions about this position, contact Carmen Alexander, Deputy Director of Operations / Chief of Staff, at 412.363.4500.