



Social Justice Rapid Response Fund Coordinator

Deadline: May 31, 2019 | Reports To: Development Director | Location: Pittsburgh, PA

About New Voices

New Voices for Reproductive Justice, headquartered in Pittsburgh, seeks a passionate program leader to join our Team and support our mission and vision. New Voices is an influential voice in the national Reproductive Justice movement. Our mission and vision place the health and well-being of Black women, femmes and girls at the center of an intersectional liberation movement. We define Reproductive Justice as the Human Right of us all to control our bodies, sexuality, gender, work, reproduction, and ability to form our families. We are celebrating our 15th Anniversary throughout 2019.

Since our founding in 2004, New Voices for Reproductive Justice has accomplished remarkable feats – overcoming challenges, uncertainty, and heartbreak, while building resistance, courage, love, empowerment, and Black joy. We have served over 125,000 individuals through our innovative leadership development, impactful community organizing and successful policy advocacy with the transformative culture of social change. From significant participation in the March for Women's Lives in 2004, to expanding our movement across Pennsylvania and Ohio, to mobilizing Black women voters ages 18-49 through our *Voice Your Vote! Project*[™], developing the next generation of Reproductive Justice through our *SistahSpeak! Youth Project*[™] and creating intersectional issue-based organizing with our *Environmental Justice Project*[™], New Voices is powering the Reproductive Justice movement!

We continue this groundbreaking work with the launch of the [Social Justice Rapid Response Fund \(SJRRF\)](#) – a partnership with The Pittsburgh Foundation to quickly move funds of up to \$2,500 to frontline activist, organizers and leaders to strategically respond to the most pressing and urgent issues in the Greater Pittsburgh Region. The SJRRF grants funds within 14 days of the weekly deadline for projects that centers grassroots advocacy, mobilization, healing efforts and education. The Social Justice Rapid Response Fund Coordinator will lead this program and our efforts to grant \$100,000 over the course of this year.

Position Overview

The *Social Justice Rapid Response Coordinator* will work closely with the Development Director and Executive Director to achieve results that are aligned with the unique mission of New Voices for Reproductive Justice, our programs and strategic plans. This work requires passion, innovation and creativity in generating and implementing ideas. The qualities of informed initiative, coupled with a commitment to Human Rights issues and the ability to navigate the changing social justice landscape in the Greater Pittsburgh Region, is critical to achieving the performance objectives of this position. Decision-making is focused on implementing knowledgeable, practical, timely solutions. The *Social Justice Rapid Response Fund Coordinator* will spearhead

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this pilot project to support frontline activism, organizing and leadership. This position is part-time (24-30 hours) temporary employment and we expect this role to last a minimum of nine (9) months.

This position advances the growth of New Voices for Reproductive Justice as we explore the intersection of new models of community organizing and fundraising. The *Social Justice Rapid Response Fund Coordinator* will assess the needs of frontline social justice activism in Greater Pittsburgh. New Voices is searching for a bold leader, intersectional thinker and outcomes-focused coordinator committed to our mission of building a social change movement dedicated to the health and well-being of Black women and girls.

Principal Areas of Responsibility

Under the direction of the Development Director and Executive Director, the *Social Justice Rapid Response Coordinator* is responsible for:

- Serving as the primary point of contact for the Social Justice Rapid Response Fund;
- Reviewing and tracking Social Justice Rapid Response Fund applications on a weekly basis;
- Recruiting and managing SJRRF pool of reviewers and coordinate review sessions on a weekly basis;
- Communicating with SJRRF applicants about their application status within designated timeframes;
- Coordinating regular SJRRF information sessions in person, online and via phone;
- Providing technical assistance and feedback to SJRRF applicants;
- Maintaining tracking system and documentation for all SJRRF applications;
- Cultivating relationships with social justice activists, organizers and leaders and organizations;
- Creating and executing a community engagement and outreach plan to increase SJRRF visibility;
- Providing weekly SJRRF updates to the Development Director, Deputy Director of Operations / Chief of Staff and Executive Director;
- Communicating with The Pittsburgh Foundation Staff as needed to provide regular updates;
- Speaking on behalf of New Voices about the Social Justice Rapid Response Fund in a variety of settings;
- Contributing content for use in communications, marketing materials and social media platforms; and
- Demonstrating strong communication skills and marketing abilities to effectively establish and manage relationships professionally within and outside the organization.

The responsibilities outlined above are not exhaustive. The Board of Directors, Executive Director 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, Non-Profit Management, Political Science, Public Policy, Cultural Studies, Gender Studies, Social Work, Business Administration, Communications, Marketing or equivalent combination of education and three (3) to five (5) years of experience in community engagement, activism, leadership development, community organizing, project management, database administration, and communications;
- 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;
- Three (3) years minimum working in non-profit, community-based and/or advocacy organization;

- Two (2) years minimum working experience in any of the following: Social Justice, Reproductive Justice, Human Rights, Black Women's Health, Leadership Development, Community Organizing, Policy Advocacy, Culture Change, and/or Voter Engagement;
- One (1) year minimum experience working with Black women, femmes and girls;
- 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 *Social Justice Rapid Response Fund Coordinator* is a part-time, temporary position based in Pittsburgh, Pennsylvania. Compensation is a living wage, negotiable and 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 *Social Justice Rapid Response Fund Coordinator* is regularly required to sit, stand, walk, speak, and hear. This position requires extensive computer use. The *Social Justice Rapid Response Fund Coordinator* 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 *Social Justice Rapid Response Fund Coordinator* must possess a valid driver's license and have access to reliable transportation with current auto insurance. This position requires travel – approximately 15% – to perform the duties of this position. Extensive travel is expected throughout the Greater Pittsburgh Region.

Equal Opportunity

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

To Apply

To apply for the *Social Justice Rapid Response Fund Coordinator* position, please email your cover letter, resume and three references to jobs@newvoicespittsburgh.org by May 31, 2019. We will interview candidates on a rolling basis so we encourage you to apply early. For questions about this position, contact Latrece Rowell, Development Director, at 412.363.4500.