JOB DESCRIPTION:

TITLE: Reproductive Health Program Assistant
REPORTS TO: Executive Director and Director of Programs and Communications
STATUS: Part-Time (20-25 hours)

WHO WE ARE:

Women With A Vision, Inc. (WWAV) is a community-based, grassroots nonprofit organization founded in New Orleans in 1989 by a collective of African-American women in response to the spread of HIV/AIDS in communities of color. Today, WWAV is New Orleans’ premier women’s health and wellness policy organization. We believe that people should not be criminalized for what they do with their own bodies and that people should have true decision-making power when it comes to their own health. In service of these commitments, we combine relentless advocacy, health education, supportive services, and community-based participatory research to challenge the social conditions and policies that impact our city’s most marginalized women. Over the last 25 years, WWAV has become a safe space and a trusted resource for women of color, especially low-income African-American women and their families in New Orleans and throughout the Deep South. Our major areas of focus include Health Promotion, HIV Positive Women’s Advocacy, Reproductive Justice, Domestic Violence Prevention, Sex Workers’ Rights, LGBTQ Rights, Harm Reduction, and Drug Policy Reform.

POSITION SUMMARY:

Women With a Vision, Inc. is seeking a highly-motivated, passionate, and experienced community health educator to join our team this fall!

WWAV has an opening for a part-time Reproductive Health Program Assistant to help coordinate our community reproductive health education, outreach, and program work. Reporting to the Executive Director and Director of Programs and Communications, the Reproductive Health Program Assistant has the primary responsibility for providing administrative support for all of WWAV’s reproductive health programming. The successful candidate will have a passion for reproductive justice, a deep knowledge of reproductive and sexual health issues, and a commitment to WWAV’s mission and values. The Reproductive Health Program Assistant will help expand the organization's capacity for hosting meetings, workshops, and trainings around reproductive health and justice, and will provide education and outreach to our target populations.

PRIMARY DUTIES/RESPONSIBILITIES:

- Train and educate community leaders in reproductive health, rights, and justice issues.
- Facilitate a variety of community forums, classes, meetings, workshops, events, focus groups, and trainings for the purpose of providing reproductive health information and education.
- Assist communications staff as needed in producing reproductive health program materials, such as educational materials, informational handbills, factsheets, policy or issue briefs, and other written materials to support WWAV’s reproductive health work.
- Research funding opportunities and assist in grant writing on grants to support the program.
- Assist in reproductive health direct services as needed, such as assisting with sessions and focus groups, and facilitating reproductive health workshops with clients.
- Interview clients and community members to collect data, disseminate health education information, and administer surveys and related evaluative inventories.
- Assist with program administrative duties such as making follow-up calls to clients and social service agencies, in-person and over-the-phone intakes, community outreach, drafting correspondence, updating resource sheets, filings, database entry, and mass mailings, etc.
• Assist staff in reproductive health policy research and analysis as needed, and in getting information out about issues affecting reproductive health, access, rights, and justice in our communities.
• Other responsibilities as assigned by WWAV’s leadership team.

QUALIFICATIONS:

1. Bachelor’s degree or graduate-level work in community/public health, health education, biology, psychology, sociology, social work, human services, mental health, counseling and therapy, or other relevant field.
2. 3-5 years experience working in or with the nonprofit or philanthropic sector, or relevant experience in the public or private sector.
3. Extensive knowledge of sexual and reproductive health, rights, and justice issues; an intersectional analysis and approach.
4. Interest in minority health, and a demonstrated competence working with people of color, the LGBTQ community, and/or working with other at-risk or underserved populations.
5. Ability to work with diverse individuals and groups on complex community issues, including working with drug users, sex workers, formerly-incarcerated individuals, communities of color, low income communities, and LGBTQ communities.
6. Highly organized and detail oriented; able to manage multiple projects and meet deadlines.
7. Previous experience with group training and/or facilitating group meetings.
8. Excellent communication and public speaking skills, and an ability to establish rapport.
9. A strong interest in community mobilization and education; excellent organizational skills.
10. A willingness to learn, and the ability to work independently, take initiative, and be flexible.
11. Experience with coordination of support groups, learning sessions, and special events.
12. Able to work well as a member of a team with various deadlines.
13. Excellent and proven competency in Mac environment, and MS Office Suite, WordPress or similar platforms, and Google Docs.
14. Ability to work flexible hours, including evenings and weekends.

Location, Duration & Compensation
The position is based in New Orleans, LA. It is part-time (20-25 hours/week). Salary is contingent upon available funding, and is commensurate with experience and qualifications.

To Apply
Submit your cover letter and resume/CV in PDF form to: info@wwav-no.org. In your email please reference the exact title of the job you are applying for in the subject line. Applicants will be considered on a rolling basis until position is filled. Please familiarize yourself with Women With a Vision, Inc. prior to applying by reviewing our website: www.wwav-no.org. Please no calls. Only those whose applications are being considered will be contacted.

Women With A Vision, Inc. is an equal opportunity employer. People of color, women, and LGBTQ people are strongly encouraged to apply.