Call for #WeCount Coordinator

The Society of Family Planning advances a vision of just and equitable abortion and contraception informed by science. By leveraging the powerful tools of science and medicine, we hope to ensure that abortion and contraception practices and policies are grounded in science and center people whose access to care is constrained by systems of oppression, and that all people have access to evidence-informed and person-centered abortion and contraception, including people whose access to care is constrained by systems of oppression.

To achieve our vision and desired impacts, we focus on the following strategies, as described in our 2023-2028 strategic plan:

1. Convening a diverse, equitable, inclusive, and multidisciplinary community of all engaged in the science and medicine of abortion and contraception,
2. Supporting the production and resourcing of research primed for impact,
3. Organizing and leveraging research primed for impact,
4. Ensuring clinical care is evidence-informed and person-centered through guidance, medical education, and other activities,
5. Developing and supporting leaders in abortion and contraception to transform healthcare systems, and
6. Aligning the organization’s governance, operations, and overall resources to be in service of the strategies designed to bring our collective vision to life.

Role description

Overview
The Society has been documenting service delivery changes and the resulting unmet need for abortion through #WeCount, an initiative that gathers as close to “real time” data, by state, on shifts in abortion access following the Dobbs v Jackson’s Women’s Health Organization Supreme Court decision to overturn the federal right to abortion. In the past year, findings have been referenced widely in the public discourse regarding shifting abortion access and, due to significant support from service-delivery and community partners, #WeCount continues to serve as a key resource in describing the impact of the Dobbs ruling.

We seek a collaborative, capable, and driven professional to support the implementation of #WeCount. This position will play a key role in maintaining relationships with abortion providers and community partners, and ensuring consistent data collection and the accessibility of quarterly reports.
This is a new position within a growing organization. This is also a remote position and open to candidates living in the US. It is anticipated that the person in this position will travel approximately 10% of the time. This position reports to the Senior Project Manager.

Specific responsibilities
Responsibilities include, but are not limited to, the following:

1. Maintain the #WeCount provider database (20%)
   ● Keep clinic contact information up to date and follow up to identify appropriate contact persons in the event of staff turnover.
   ● Review online databases to identify newly-established facilities and/or telehealth services offering abortion care.
   ● Engage partner organizations to rapidly identify any facilities providing abortion services that have closed or ceased to provide abortion services.

2. Provider engagement and outreach (30%)
   ● Recruit service delivery providers to participate in #WeCount.
   ● Share basic information about the project, including purpose, reporting requirements, compensation, and steps to maintain data security.
   ● Identify and elevate the need for data use agreement to support enrollment.

3. Support providers in timely report submission (40%)
   ● Responsively engage with service delivery providers to ensure that reporting remains feasible, identifying, whenever relevant, signs of reporting fatigue.
   ● Send monthly data collection reminders.
   ● In partnership with the Senior Project Manager, serve as an additional resource to providers with questions about reporting requirements and process.
   ● Identify opportunities to streamline reporting and respond to operational challenges for service providers.
   ● Transferring data from submitted format into database with keen attention to detail.
   ● Support the timely compensation of service delivery partners for the provision of data, adjusting partnerships as needed to respond to changing legal environments.

4. Support data dissemination effort (10%)
   ● Lead implementation of briefings sessions
     ○ Schedule and support facilitation of quarterly briefing sessions by creating Zoom events and ensuring they are listed in the organizational calendar and Society calendar.
     ○ Manage invitations and registration for briefing sessions.
   ● Ensure speakers and materials at briefing sessions are well-prepared
Qualifications

Highly-qualified applicants will meet many of the qualifications below:

- Basic understanding of clinic operations and common challenges that clinics face in long-term data reporting.
- Talent to responsively engage with diverse stakeholders, in individual and group settings.
- Experience exercising discretion and confidentiality with sensitive information.
- Palpable commitment to the Society’s strategic plan and DEI Vision.
- Fully vaccinated and boosted against COVID-19.
- Enthusiasm for iteration around programming with an eye on strategy.
- Solutions-orientation, with a passion for identifying pragmatic, equitable, and sustainable ways to tackle big and small challenges.
- Ability to juggle competing demands and meet deadlines without sacrificing quality.
- Ability to make and communicate difficult decisions with empathy and clarity.
- Ability to listen to and engage with stakeholders’ needs and concerns; sees feedback as an invitation, not a burden.
- Ability to build and sustain authentic relationships across lines of difference.
- High level of computer literacy, including confidence using Google Apps, Box, Zoom, Word, Excel, Slack, and Adobe software tools.
- Ability to work independently and with remote teams; must live within an hour of a major airport.
- Willingness to pitch in as needed; we are a small nonprofit and everyone contributes.

Salary and benefits

The salary range for the position of #WeCount Coordinator is $60,000-$70,000 at full time, depending on qualifications and experience. The Society offers a generous benefits package including:

- Medical, dental, and vision insurance (100% individual premium covered, 50% dependent premium covered)
- Short and long-term disability
- Life insurance
- 24 days a year of paid time off, which increases with tenure
- 16 paid holidays
- Abbreviated Friday schedule in July
- At least four weeks of fully paid family leave and six weeks of partially paid family leave
- 401K plan with up to 3.5% employer matching contribution
- $1,500/year professional development funds
- $300 remote work stipend at hire
- $150 remote work stipend after the first year
- $100/year for expedited travel clearance programs
- Up to $50 monthly internet reimbursement
- Medical FSA and dependent care FSA
Application process

Interested candidates should upload a resume or CV and a one page statement of interest here. In the statement of interest, we ask candidates to eschew the traditional cover letter format and instead answer the following:

- What do you consider to be the greatest challenge that service-delivery providers face in engaging in research? Please share three concrete examples of ways you would approach supporting providers around this challenge.
- Describe your experience in cultivating inclusive spaces for community partners with attention to how, if at all, this experience aligns with the Society’s DEI Vision.
- What are two factors that are critical to building authentic relationships with partners outside the research space as an organization focused on science and medicine?

Application materials should be submitted in one PDF here by August 14, 2023. Applicants are encouraged to submit applications as early as possible and applications will be reviewed on a rolling basis. No phone calls please.