



## **Fellowship 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: 1) abortion and contraception practices and policies are grounded in science and center people whose access to care is constrained by systems of oppression, and 2) 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**

We seek a motivated team member with superb organizational and interpersonal skills to support the activities and programs of the Complex Family Planning (CFP) team. This position serves as the coordinator for CFP department programming, ensures quality during all phases of implementation, and contributes to shaping future programming. Collegial and in regular communication with members, this position is often the first point of contact for members and partner organizations related to the Society's subspecialty work. This is a remote position and open to candidates living in the US who are within one hour of a major airport. It is anticipated that the person in this position will travel approximately 15% of the time. This position reports to the Director of Complex Family Planning.

### *Specific responsibilities*

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

### **Coordinate the planning and implementation of CFP Fellowship related programming – 55%**

*Activities include, but are not limited to:*

- Support the Director of Complex Family Planning in planning and implementing annual Fellowship programming including research works in progress, information sessions for prospective fellows, and program director support for interview and match processes
- Coordinate the selection of faculty for programs, including scope of work, honoraria, and planning meetings, in alignment with the [Society's Diversity, Equity, and Inclusion \(DEI\) Vision](#) and department DEI goals
- Ensure that program information is correct and disseminated in a timely manner via listservs, Society Connect, and the website
- Support implementation of programming aimed at increasing diversity, equity, and inclusion in Fellowship outreach and recruitment
- Regular communication with and support of site directors, site coordinators, and fellows
- Regular communication and coordination with partner organizations such as the American Board of Obstetricians and Gynecologists, the National Resident Matching Program, the Accreditation Council for Graduate Medical Education, and the Association of American Medical Colleges.

**Coordinate the planning and implementation of CFP Subspecialty programming – 35%**  
*Activities include, but are not limited to:*

- Support of programming for the subspecialty community including annual salary survey, CFP Committee meetings, communications with membership, and annual meeting programming
- Coordinate scheduling of, prepare materials for, and take notes for meetings including the CFP Committee and CFP Director meetings
- Support the Director of Complex Family Planning to develop programming to meet the needs of Society membership with a focus on the CFP subspecialty community
- Work with key staff to identify opportunities for collaboration and synergy across the organization

**Support organizational development — 10%**  
*Activities include, but are not limited to, the following:*

- Contribute to funder reports and board updates, as needed
- Support the development of documents and slide sets, as needed
- Actively engage, contribute to, and support organization wide programs, as needed

**Qualifications**

Highly-qualified applicants will meet many of the qualifications below, and have clarity on areas of growth. In general, we seek a team member who brings:

- Ability to listen to and engage with member needs and concerns; sees feedback as an invitation, not a burden.
- Flexibility and ability to nimbly adapt to emergent evaluation learnings or organizational priorities.
- Understanding of the graduate medical education system, including the resident and subspecialty application process.
- Experience exercising discretion and confidentiality with sensitive information.
- Excellent organizational skills with an ability to think proactively and prioritize work.
- Strong interpersonal, verbal, and written communication skills.
- 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 as we are a small nonprofit and everyone contributes.
- Commitment to the Society's [strategic plan](#) and [DEI Vision](#).
- Fully vaccinated and boosted against COVID-19

### **Salary and benefits**

The salary range for the position of Fellowship Coordinator is \$60,000 - \$70,000 annually 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 excites you about working with the Complex Family Planning subspecialty community?
- How have you developed and maintained professional relationships?
- How have you improved an administrative process and what problem did that improvement solve?
- Where do you see the Society's [DEI Vision](#) fitting into this role?

Application materials should be submitted in one PDF [here](#) by **June 28, 2024**. Applicants are encouraged to submit applications as early as possible and applications will be reviewed on a rolling basis. No phone calls please.