



Lawyering for
Reproductive
Justice

ifwhenhow.org

Job Title: Network Engagement Counsel

Reports to: Legal Services Director

FLSA Status: Full Time Exempt

If/When/How: Lawyering for Reproductive Justice transforms the law and policy landscape through advocacy, support, and organizing so all people have the power to determine *if, when, and how* to define, create, and sustain families with dignity and to actualize sexual and reproductive wellbeing on their own terms. We are a legal services and advocacy organization that represents people in crisis, reshapes the law, and builds a national network for lawyers fighting for reproductive justice.

POSITION SUMMARY:

If/When/How seeks a lawyer who is excited to recruit and engage other lawyers and advocates in service of reproductive justice. The **Network Engagement Counsel** will collaborate with the Senior Legal Services Advocate and the Legal Services Coordinator to build upon If/When/How's existing lawyer engagement efforts to grow our skilled, values-aligned, reliable network of pro bono attorneys and advocates. This position requires significant travel and outreach—from legal conferences to bar association events to internally hosted convenings. It calls for someone who understands the importance of recruiting and engaging lawyers, as well as the limitations of the law. The ideal candidate is excited to organize people in support of If/When/How's legal services, and understands that this role does not engage in the provision of legal services.

COMPENSATION: \$77,000 - 85,000, *depending on experience*

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Engage in outreach, recruitment, and vetting with people from a range of backgrounds—including advocates, law students, legal fellows, and legal professionals—to expand upon existing lawyer and advocate engagement efforts.
- Mobilize advocates and legal professionals in support of state-based policy campaigns, bar resolutions, legal research, bail support, and other advocacy efforts.
- In collaboration with the Legal Services Team and other programmatic departments, help build and maintain an attorney network such that people in every state in the U.S. have access to high quality legal representation and advice from local practitioners through direct representation and pro bono volunteer opportunities.
- Co-create and co-lead quality volunteer projects with program staff.

- Co-lead skills and subject-matter based trainings and public education on If/When/How's strategic priorities in person and virtually through a learning management system.
- Cultivate strong relationships with local lawyers and advocates to help inform the work of the Legal Services Team and other programmatic departments.
- Provide skill-building opportunities between the network, IWH staff, law students, and fellows to provide support for cases involving criminalization for pregnancy outcomes, youth abortion access, family defense, and other initiatives.
- Help manage and track relationships with network members, collect member data, and store and share relevant information from outreach, recruitment, and training efforts with all program teams.

OTHER DUTIES:

- Participates in staff meetings, department meetings, trainings, and retreats.
- Willingness to participate in internal volunteer committees to help co-create a vibrant, equitable, and collegial work environment.
- Maintain complete and accurate data in Salesforce.

EDUCATION AND EXPERIENCE:

- J.D. is required.
- At least 5 years of professional experience, with a minimum of 2 years of legal experience, is required.
- Experience with campaign, community, and/or mutual aid organizing, or pro bono legal organizing is required.
- Experience working in direct civil legal services, criminal defense, family defense, or immigration defense is preferred.
- Knowledge of U.S. law as it relates to reproductive self-determination without state violence, including criminal law, abortion jurisprudence, and family defense is a plus.

KNOWLEDGE, SKILLS AND ABILITIES:

- Commitment to social justice and racial justice/anti-racist principles
- Experience using Salesforce or other similar CRM for purposes of managing a high-volume case load or tracking significant data
- Ability to thrive in a remote workplace and willingness to build relationships virtually
- Familiarity with reproductive health, rights, and justice issues and frameworks preferred
- Self-motivated with effective organization, time, and project management skills, and the ability to prioritize tasks and nimbly shift between projects as needs evolve
- Flexibility and adaptability to change and growth
- Excellent communications skills: writing, speaking and listening, with an emphasis on clear analytical writing ability
- Meticulous attention to detail

- Collaborative team player with ability to give and receive constructive feedback
- Strong proficiency with Microsoft Office, G-Suite tools, and other common workplace apps

ORGANIZATIONAL RELATIONSHIPS:

Reports to Legal Services Director, is a member of the Legal Services Team, works very closely with Senior Legal Services Advocate and the Legal Services Coordinator, and collaborates with every programmatic department at If/When/How.

WORK ENVIRONMENT:

If/When/How maintains a virtual office and supports remote working and flexible work days, including a 4-day work week. Reimbursements for home office equipment and supplies are available. Occasionally, employees may be expected to be available during off-hours and/or to attend events (e.g., conferences, staff retreats) on nights or weekends. Please note that this role requires the employee to be located within the United States. We are unable to consider applicants residing outside of the United States at this time.

PHYSICAL DEMANDS:

Most work will be done on a computer (although attending conferences may require transporting materials and the ability to carry 10 lbs), with exception of handwriting cards. Requires typing and participating in meetings (live and virtual). Reasonable accommodations will be made to enable individuals with disabilities to perform these and other essential functions.

TRAVEL: Regularly, possibly monthly, travel within the continental U.S. may be required. Additional travel will be required to support teamwork and attend staff retreats, conferences, and professional development opportunities.

START DATE: May 2024, or as soon as possible, but flexible

HOW TO APPLY: Applications will be accepted until **5:00 pm ET on April 26, 2024**. Interviews may begin sooner than the deadline, but we will consider all applications submitted by the deadline.

Send the following documents in PDF format with subject **[NETWORK COUNSEL]** to opportunities@ifwhenhow.org:

- Cover letter that (1) speaks to how your experience and skill set meet the qualifications for this role; (2) lists how you heard about this position; and (3) discusses your commitment to social, racial, and reproductive justice;
- Resumé;
- List of three (3) references with contact (name and pronouns) and relationship

information (title, where/when you worked together, and LinkedIn profile, if available). Please note that references will not be contacted until the final round of interviews.

BENEFITS: If/When/How provides a generous benefits package consisting of fully paid insurance coverage for health, vision, dental, life, and disability; flexible spending accounts (FSA) for health, dependent care, and transportation; retirement plan; sick leave, vacation (starting at 15 days a year, upfront), and holidays; 4-day work week; plus, a one-week office closure in December. Employees also receive generous professional development stipends and paid memberships to professional associations.

If/When/How: Lawyering for Reproductive Justice is an "at-will" and equal opportunity employer, committed to attracting, developing, and retaining exceptional people. We welcome and encourage applicants with diverse experiences, identities, and educational backgrounds. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance.