



Lawyering for  
Reproductive  
Justice

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[ifwhenhow.org](http://ifwhenhow.org)

**Job Title: Research Counsel**

Reports to: Senior Research Counsel

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 newer lawyer (0-5 years experience) with impeccable legal research, analysis, and writing skills to join If/When/How's Strategic Advocacy Team. The **Research Counsel** will draw on those skills to envision, research, draft, and produce advocacy materials for the public, policymakers, and colleagues in the reproductive health, rights and justice movement. The ideal candidate will bring a demonstrated commitment to social justice lawyering, whether or not in the reproductive health, rights, and justice field.

**COMPENSATION:** \$72,000-\$77,000 *depending on experience*

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Conduct in-depth legal research and analysis related to the following subjects:
  - state and federal laws affecting people who self-manage abortion and those who help them
  - the constitutional and human rights of birthing people
  - young people's rights to confidential reproductive health care
  - constitutional rights to access to health care generally
  - reproductive oppression and the family policing system
  - economic policies that coerce reproductive decisions
- Support the Legal & Policy Team by providing legal research and analysis related to litigation and legal theory/scholarship, in one or more of the areas identified above.
- Provide research supervision to volunteers in If/When/How's network of pro bono attorneys and advocates.
- Provide technical assistance on topics within Research Counsel's areas of research expertise to healthcare providers and advocates.

- In collaboration with the Strategic Advocacy Team, conceive of, research, write, and produce high-quality products and presentations to help people affected by reproductive oppression, policymakers, healthcare providers, the public, and others to better understand legal rights and risks related to self-managed abortion.
- Present research and the research of other team members at conferences, convenings, meetings, and other events both virtual and in-person
- Work across internal teams as well as with outside ally organizations.

**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.

**EDUCATION AND EXPERIENCE:**

- J.D. is required; bar admission is a plus.
- Legal research and writing experience required (internships ok, but with demonstrated legal research experience during the internship), preferably including statutory research experience
- Preference for candidate who has researched, analyzed, and contributed written material to a legal advocacy report, published work of legal scholarship, or similar.
- 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:**

- Impeccable legal research, analysis, and writing skills required.
- Superior oral communication skills required.
- Comfort with public speaking and ready to engage in public speaking in virtual and in-person events on a weekly basis.
- Comfort working across and within movements, and adaptable to different working styles.
- Prepared to work with and take direction from people directly impacted by state violence and oppression.
- Commitment to racial justice/anti-racist principles required.
- Familiarity with the reproductive health, rights, and justice movement preferred.
- Strong proficiency with Lexis/Nexis and other legal research tools is a must.
- Strong proficiency with Microsoft Office, G-Suite tools, and other common workplace apps required.
- Familiarity with Salesforce a plus.
- Ability to thrive in a remote workplace, in a sometimes time-pressured environment.
- Self-motivated, independent worker who can prioritize tasks and manage multiple projects at once.

- Willingness to make regular contributions to organizational development goals, including but not limited to committees, councils, and projects.
- Flexibility and adaptability to change and growth.
- Collaborative team player with ability to give and receive constructive feedback.

**ORGANIZATIONAL RELATIONSHIPS:**

Reports to Senior Research Counsel, is a member of the Strategic Advocacy Team, 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:** Regular, 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:** Early July 2024

**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 **[RESEARCH COUNSEL]** to [opportunities@ifwhenhow.org](mailto: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.
- Writing Sample Submission:
  - Along with the aforementioned documents, please submit a writing sample that illustrates your legal research and writing skills with an attached explanation that summarizes the assignment and gives an explanation of how the candidate researched the sample. This sample should be an illustration of your own legal research and writing, though samples with minimal/light edits by a supervising attorney are acceptable. Overall, the sample should be no more than ten pages, and it can be an excerpt of a longer piece. We are not asking candidates to develop something new, but rather submit any previous work that showcases legal research and writing skills.

**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.*