



Lawyering for
Reproductive
Justice

ifwhenhow.org

Job Title: Repro Legal Defense Fund Counsel

Reports to: Senior Training Manager & Counsel

FLSA Status: Full Time Exempt

Prepared: November 2024

Fully remote; must be located in the U.S.

If/When/How: Lawyering for Reproductive Justice is a legal services and advocacy organization that represents people in crisis, reshapes the law, and builds a network of lawyers working for reproductive justice. If/When/How works to change the law so that everyone has the power to determine *if, when, and how* to define, create, and sustain their families with dignity, and to actualize sexual and reproductive wellbeing on their own terms.

POSITION SUMMARY:

If/When/How seeks an in-house Repro Legal Defense Fund (RLDF) Counsel to join the RLDF team. We are looking for an attorney with 1-3 years' experience who is committed to reproductive justice and is excited to handle meaningful work in a supportive, team-oriented, remote work environment.

The RLDF Counsel works closely with other IWH and RLDF staff to provide legal, financial, and practical resources to support the defense of people facing punishment in criminal, family and immigration court for their pregnancy outcomes and self-managed abortions. This includes researching and maintaining information on practical support services and potential client referrals nationwide; assisting with intake and support to clients; providing other litigation research and support for clients facing criminalization in criminal, family, and/or immigration court; helping with trainings and public education events; and engaging in thought partnership and collaboration on current and new team projects.

The ideal candidate pays close attention to detail, understands how to juggle multiple priorities at the same time, and values how practical support requiring administrative labor and teamwork ensures provision of high-quality client-centered services. They should bring a commitment to social justice and to fighting criminalization and punishment for abortion and pregnancy outcomes.

COMPENSATION: \$77,000.00 - \$85,000.00 depending on experience

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide confidential, timely and trauma-informed services to RLDF clients, including intake, advocacy, and legal and practical support
- Maintain contracts, financial documents and process payments for vendors and attorneys
- Maintain timely records of any advocacy and legal support work in Salesforce
- Research laws and regulations around bail and bond across the country
- Research and maintain practical support resources and services for referrals
- Participate in trainings and public education with RLDF team

OTHER DUTIES:

- Participates in staff meetings, department meetings, trainings, and retreats across the organization.
- Participation in committees or working groups that aligns with the core duties of their role, as deemed necessary by their direct supervisor.

EDUCATION AND EXPERIENCE:

- J.D. required
- Bar admission anywhere in the U.S.
- Minimum 2 years of experience in direct legal service provision for indigent people and communities of color, ideally in a professional nonprofit setting
- Commitment to supporting individuals and communities targeted by state violence for abortion and other pregnancy outcomes

Preferred:

- Experience working at a public defender's office to provide criminal, family or immigration defense services
- Spanish language proficiency
- Experience in a criminal, family or immigration defense clinic
- Experience working with bail funds
- Experience working with abortion seekers in a service, organizing, or support role
- Experience working in social justice, ideally in a professional nonprofit setting through relevant volunteer, work, and life experiences before, during, or after law school
- Comfort with using case management software

KNOWLEDGE, SKILLS, AND ABILITIES:

- Fluent in written and spoken English
- Commitment to social justice and racial justice/anti-racist principles
- Familiarity with reproductive health, rights, and justice issues and frameworks
- Ability to thrive in a remote workplace and willingness to build relationships virtually
- Collaborative team player with the ability to give and receive constructive feedback
- Demonstrated good judgment with the ability to prioritize, make decisions, predict outcomes and problem solve

- Ability and willingness to keep confidential information and follow security procedures
- Self-motivated, independent worker who can prioritize important and time-sensitive tasks
- Superior written and oral communication
- Flexibility and adaptability to change and growth
- Strong proficiency with Microsoft Office, including Word, Excel, and PowerPoint
- Experience using Salesforce
- Emotional intelligence and ability to handle high pressure situations sensibly

ORGANIZATIONAL RELATIONSHIPS: Reports to Senior Training Manager and Counsel and works closely with the RLDF Team. Collaborates with the Legal Services, Litigation & Policy teams and other staff as needed.

WORK ENVIRONMENT: If/When/How maintains a virtual office and supports remote working and flexible workdays, 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 able to work in and be located within the United States. At this time, we are unable to consider applicants residing outside of the U. S. and/or lacking the credentials to work in the U.S.

PHYSICAL DEMANDS: Most work will be done on a computer (although attending conferences may require travel and transporting materials and the ability to carry 10 lbs). 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 of their role.

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

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; plus, a one-week office closure in December. Employees also receive generous professional development stipends and paid membership to professional associations.

START DATE: March 2025

HOW TO APPLY: Applications will be accepted **until 5:00 pm ET on February 11, 2025**. 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 Repro Legal Defense Fund 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.

OUR HIRING PROCESS:

We value transparency and want to ensure that candidates understand our hiring process. Here's what you can expect when applying for a position with us:

1. **Email Confirmation:** When you submit your application via email, you will receive an automatic response confirming receipt of your application materials.
2. **Application Review:** The Hiring Manager will review applications and select candidates for phone screening. Due to limited capacity, we can only notify candidates who have moved onto the phone screen round.
3. **Initial Phone Screening:** If selected, you will be invited to a brief phone screening (less than 15 minutes) with the Hiring Manager. This conversation is an opportunity for us to learn more about your interest in the position, your knowledge of our organization, and your current experience.
4. **HR Screening:** Candidates being considered for Round 1 interviews will meet with our HR team for a 30-minute HR Screening. The purpose of this screening is to evaluate how well you align with our organization's values and work culture.
5. **Round 1 Video Interview:** Candidates advancing past the screenings will be invited to a first-round video interview with the Hiring Manager and members of the Hiring Committee. This one-hour interview will dive deeper into your qualifications, experience, and skillset, allowing us to assess your potential fit for the role. You will be notified within one week of your interview if you are not advancing to the next round.
6. **Round 2 Video Interview:** A smaller group of candidates will be invited for a second-round video interview with the full Hiring Committee. This interview will explore specific areas of interest or concern, and the Hiring Manager and Hiring Committee will decide by consensus which candidates will be considered finalists.
7. **[Optional] Round 3 Interview or Exercise:** Occasionally, finalists will be asked to participate in a third-round video interview and/or to complete a written or spoken exercise. We are mindful of the time and energy you are putting into this process and try to keep any written or spoken exercise short.

8. **Offer Decision:** The Hiring Manager, in consultation with the Hiring Committee and HR, will make a final hiring decision. We utilize a Salary Rubric to ensure a fair offer process and aim to extend offers at least two weeks prior to the desired start date. Offers will be made via email and/or phone call.

We strive to provide a clear, consistent, and respectful experience for all candidates throughout the hiring process. A typical hiring process takes 6-8 weeks from job posting.

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.