



Job Title: Research Fellow

Reports to: Research Counsel & Senior Research Counsel

FLSA Status: Full Time Exempt

Prepared: December 2025

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

Lawyering for
Reproductive
Justice

ifwhenhow.org

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 defends and furthers reproductive justice in courts, capitols and communities. We are creating a future where every one of us has the power and support to make decisions about our bodies, families, and communities, without barriers, coercion, or punishment, in safety and with dignity.

POSITION SUMMARY:

If/When/How seeks a junior lawyer with exceptional legal research, analysis, and writing skills to join If/When/How's Research Team. This role will focus on translating research into action to end state violence in people's reproductive lives over a period of 2 years (September 2026 - September 2028). The **Research Fellow** will leverage their expertise in legal research, analysis, and writing to conduct research, draft, update materials, and create advocacy content 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.

COMPENSATION: \$75,000.00 annually (firm)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Internal Legal Research & Writing:

- Conduct in-depth legal research and analysis included but not limited to the following subjects, with an emphasis on laws related to mandatory reporting and medical privacy:
 - state and federal laws affecting people who are criminalized for their pregnancy outcomes, including laws related to self-managed abortion and substance use during pregnancy
 - the constitutional and human rights of birthing people

- young people's rights to confidential reproductive health care
- constitutional rights related health care access
- reproductive oppression and the family policing system
- federal and state medical privacy protections
- the impact of the above issues on criminal law and policy
- Assist the Legal & Policy Team by conducting legal research and analysis in areas related to litigation and/or legal theory and scholarship, as identified above or as needed.

Public Education:

- Present team research at conferences, convenings, meetings, and other events, both virtual and in-person.

External Legal Writing:

- Collaborate with the Strategic Advocacy Team, conceive of, research, write, and produce high-quality products to help people affected by reproductive oppression, policymakers, healthcare providers, the public, and others to better understand legal rights and risks related to our issue areas.

EDUCATION AND EXPERIENCE:

- J.D. is required; bar admission is a plus.
- 1-2 years of experience in a lawyer capacity
- Legal research and writing experience required, 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:

- 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.
- Exceptional 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 monthly.

- Comfort working in teams and coalitions, and adaptable to different working styles.
- Prepared to work with and take direction from people directly impacted by state violence and oppression.
- Strong proficiency with Lexis/Nexis and other legal research tools is a must. Familiarity with SalesForce a plus.
- Strong proficiency with Microsoft Office, G-Suite tools, and other common workplace apps required.
- 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.

ORGANIZATIONAL RELATIONSHIPS: Reports to Research Counsel and works closely with the Research and larger Strategic Advocacy Team. Collaborates with the programmatic departments 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: This role requires the flexibility to travel. Averaging approximately 12 trips per year. Travel frequency may vary by month—some months may include up to two trips, while others may have no travel at all. On average, team members should expect to be on the road **about once per month**. 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: September 2026

HOW TO APPLY: Applications will be accepted **until 5:00 pm ET on January 22, 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 RESEARCH FELLOW 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.
- **Writing Sample:**
 - Submit a writing sample (no longer than 10 pages, excerpts from longer pieces are acceptable) that demonstrates your legal research and writing skills.
 - The sample should be your own work, though minor edits by a supervising attorney are acceptable.
 - Provide a brief explanation of the assignment and your research process.
 - **A non-litigation writing sample is highly preferred over a boilerplate motion or court pleading.**

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.