



Lawyering for  
Reproductive  
Justice

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

**Job Title: Helpline Counsel III**

Reports to: Associate Director of Legal Services

FLSA Status: Full Time Exempt

Prepared: March 2025

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 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:**

Since the Supreme Court's decision in *Dobbs v. Jackson Women's Health Organization*, people throughout the U.S. have been confused about their legal rights and potential risk. If/When/How's Repro Legal Helpline provides free and confidential legal services for pregnancy, birth, abortion, and parenting throughout the country. We believe we should all have the power and support to make decisions about our bodies, families, and communities, without coercion or punishment. And until that is a reality, the Helpline supports people by answering questions about the laws throughout the U.S., providing brief civil legal services, and supporting people in legal emergencies.

**If/When/How seeks an attorney to join our team as Helpline Counsel III** and expand our capacity to provide compassionate, thoughtful, legal services to people from all 50 states and U.S. Territories who call our Repro Legal Helpline. The Helpline Counsel will join a 10-person Legal Services Team, and will work closely with all Helpline Counsels. The ideal candidate brings demonstrated commitment to social justice and direct client services experience.

**COMPENSATION:** \$85,000 - \$90,000, *depending on experience*

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide high-quality, person centered legal services on the [Repro Legal Helpline](#).
- Respond to all assigned inquiries in a timely manner.
- Keep abreast of evolving legislation and case law impacting the legal services provided by the Helpline, including, among other things, changes to judicial bypass procedures for young people, prosecutions for self-managed abortion, and bans on abortion and abortion support.
- In partnership with the Legal Services Team, continue to grow the Helpline into a

nationally-known, highest quality legal resource with the capacity to serve all callers, including those who speak languages other than English, seeking legal information or advice about their reproductive lives (e.g., potential criminalization, youth access to abortion, birth justice, family policing, local resources, and more

- Research and draft written publications, including know-your-rights materials, on topics directly related to the Helpline, including but not limited to criminal, family, youth access, birth justice, and immigration laws.

**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.
- Bar admission in one or more states is required.
- At least 3 years of overall work experience—though it need not be as an attorney—is required.
- At least 2 years of experience working in direct client services is required. This includes: civil legal services, like housing, public benefits, or domestic violence; legal services hotline; and criminal, immigration, or family defense.
- Knowledge of U.S. law as it relates to reproductive self-determination without state violence, including abortion jurisprudence, is a plus.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Working proficiency in spoken and written Spanish is strongly preferred
- 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
- 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
- Strong proficiency with Microsoft Office, G-Suite tools, and other common workplace app

**UNION AFFILIATION:** If/When/How is a unionized workplace. This role is eligible for inclusion in the bargaining unit.

**ORGANIZATIONAL RELATIONSHIPS:**

Reports to Associate Director of Legal Services and works closely with the Legal Services Team. Also collaborates with the Strategic Advocacy Team and the Repro Legal Defense Fund.

**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.

**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: July 2026**

**HOW TO APPLY:** Applications will be accepted until **5:00 pm ET on Friday, May 8, 2026.**

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

**HELPLINE 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.

## 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.*