



Lawyering for
Reproductive
Justice

ifwhenhow.org

Job Title: Press Officer

Reports to: Senior Manager of Media and Campaigns

FLSA Status: Full Time Exempt

Prepared: August 2026

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:

We seek an experienced, news-savvy **Press Officer** to shepherd our media relations and disseminate If/When/How's message in a strategic and coordinated way across print and digital media. This position will be responsible for growing our relationships with the press, and positioning our lawyers and advocates as subject matter experts. Finally, the Press Officer will add capacity to our overall communications strategy, creating additional content as needed. The Press Officer is supervised by the Senior Manager of Media and Campaigns.

COMPENSATION: \$72,000.00 - \$77,000.00 depending on experience

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Narrative and Messaging Strategy:

- Using best practices of public relations and media strategy, ensure that If/When/How's narratives and achievements are communicated efficiently and effectively to the media.
- Strategize and craft pitches for proactive press for TV, digital, print, and radio.
- Write and disseminate press releases, statements, op-eds, backgrounders, and advisories.
- Stay informed on the current issues surrounding pregnancy criminalization, youth abortion access, self-managed abortion, birth justice, family policing, and economic justice.

Media Relations:

- Create and execute press strategy and relationships for If/When/How Helpline and Repro Legal Defense Fund.
- Strategize and plan media events, including press conferences, round tables, and editorial meetings.
- Responsible for building relationships with local and national reporters in reproductive health, rights, and justice spaces, as well as expanding If/When/How's reach in other beats.
- Manage internal press monitoring system, including updating press lists and monitoring and sharing news hits.

Media Training:

- Develop, plan, and conduct media training for staff and Fellows.
- Responsible for preparing staff for interviews and other public speaking events.

Marketing:

- Create and draft marketing and media plans that expand the reach and audience of If/When/How's legal resources and client support systems.
- Strategize on opportunities for ads and promotional messaging to increase awareness of If/When/How's resources.
- Identify and create opportunities to market organizational thought leaders as experts in their field and the movement.

EDUCATION AND EXPERIENCE:

- B.A. in relevant field preferred or equivalent work experience required
- Minimum 2-3 years of direct media, marketing, or communications experience
- Familiarity with the reproductive health, rights, and social justice preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Fluent in written and spoken English
- Fluent in written and spoken Spanish preferred, but not required
- Demonstrated superior writing skills, including experience writing Op-Eds, press releases, fact sheets, and other media-related materials.
- Demonstrated knowledge of public relations best practices and media strategies.
- Demonstrated creativity and strategic thinking in a range of communications projects.
- Commitment to social justice and racial justice/anti-racist principles
- 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.
- Experience in marketing is a plus.
- Passion for news and current events.
- Proven track record at building relationships with reporters and developing successful pitches.
- Familiarity with pitching and media tracking tools like Cision is a plus.
- Flexible and adaptive to the changing needs of a dynamic, small team.
- Strong proficiency with Microsoft Office Suite and willingness to learn to use other workplace apps and programs.

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

ORGANIZATIONAL RELATIONSHIPS: Reports to Senior Manager of Media and Campaigns and works closely with other members of the Communications team. Collaborates with departments across the organization.

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. 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: January 2027

HOW TO APPLY: Applications will be accepted **until 5:00 pm ET on Friday October 23, 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 PRESS COORDINATOR APPLICATION 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.