If/When/How: Lawyering for Reproductive Justice, a Project of Tides Center

Job Title: Legal Support Director
Reports to: Legal & Policy Director
FLSA Status: Full Time Exempt
Prepared Date: December 2019

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 the leading edge reproductive justice lawyering organization on the ground, representing people in crisis, reshaping law, and making just policy as we build a stronger, progressive base of legal stakeholders invested in these issues and networked to one another. We work through the modalities of organizing, training, policy advocacy, litigation, and support.

POSITION SUMMARY:
If/When/How seeks a seasoned lawyer, with direct service and management experience, to oversee the expansion of our Repro Legal Helpline, the enhancement of our technical assistance to allied community organizations, and the facilitation of our legal support services provided by the RJ Lawyers Network. The Legal Support Director will lead a skilled three-person team and further our work to provide high quality, compassionate assistance to people seeking legal information about their reproductive lives. The ideal candidate will bring a demonstrated commitment to social justice lawyering and familiarity with the reproductive health/rights/justice field.

COMPENSATION: $100,000-120,000, DOE

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Oversee and evolve the Repro Legal Helpline
- In partnership with the Helpline staff and the Legal & Policy Director, grow the Repro Legal Helpline into a nationally-known, highest quality legal resource with the capacity to serve all callers, including those who speak languages other than English, facing potential criminalization for their reproductive decisions.
- Ensure that the Helpline website is accessible, understandable, and provides impeccably accurate information about the law and self-managed abortion.
- In collaboration with the Lawyer Engagement Manager, direct the development and implementation of referral systems via If/When/How’s RJ Lawyers Network to ensure
that people in every state in the U.S. have access to high quality legal representation and advice from local practitioners.

- Oversee ongoing training and professional development of attorneys that are part of the Helpline referral system.
- Support the Helpline staff in providing thoughtful, confidential, secure, and compassionate services to helpline callers. Ensure compliance with professional ethics and responsibilities.

Guide and support the provision of technical assistance

- Support the Youth Access Counsel in the provision of legal resources and technical assistance for lawyers and advocates who help young people access abortion care, especially through judicial bypass proceedings in the states that require parental involvement in abortion decisions.
- Oversee and participate in providing technical assistance to network lawyers, allied organizations, and service providers on legal issues related to If/When/How’s five Strategic Initiatives.
- Guide the Legal Support Team in research, drafting, and regular updates of high quality, accurate, and understandable know-your-rights and legal technical assistance materials and reports.

Manage and support the professional development of a highly-skilled team

Lead by influence in mentoring lawyers and advocates on the Legal Support Team (Youth Access Counsel, Helpline Coordinator, and Helpline Counsel) with an emphasis on respect, shared leadership, mutual feedback, and building opportunities for professional growth.

EDUCATION AND EXPERIENCE:

- J.D. and bar admission in one or more states is required.
- At least 10 years of professional experience, with minimum 8 years of legal experience in direct services or similar, is required.
- Experience creating, managing, or working on a legal services hotline, civil rights helpline, crisis line, or similar is strongly preferred.
- Experience managing, mentoring, and supporting the professional growth of team members is required.
- Experience working with youth in a service, organizing, or support role is a plus.

KNOWLEDGE, SKILLS AND ABILITIES:

- Commitment to social justice and racial justice/anti-racist principles.
- Familiarity with reproductive health, rights, and justice issues and frameworks strongly preferred.
- Fluency in Spanish or Mandarin, or both, is a plus.
• Program development/management skills with demonstrated success in leading projects and evolving and innovating programs.
• Self-motivated, independent worker who can prioritize tasks and efficiently manage multiple projects at once.
• Collaborative team player with ability to give and receive constructive feedback.
• Superior written and oral communication.
• Flexibility and adaptability to change and growth.
• Ability to thrive in a virtual workplace and willingness to build relationships remotely.
• Strong proficiency with Microsoft Office, including Word, Excel, and PowerPoint.
• Familiarity with online database, project management, file sharing, and workplace communications platforms and apps preferred.

ORGANIZATIONAL RELATIONSHIPS:
Reports to Legal & Policy Director and supervises Helpline Coordinator, Helpline Counsel, and Youth Access Counsel. Collaborates with other members of the Legal & Policy Team and the Movement Building Team, particularly the Lawyer Engagement Manager and Network & Membership Manager.

WORK ENVIRONMENT: If/When/How maintains a virtual office and supports remote working and flexible work days. Reimbursements for co-working spaces and 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.

PHYSICAL DEMANDS: Most work will be done at a computer. 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: Willingness to travel approximately quarterly within the continental U.S. Travel will be required to support team work 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, on an accrual basis), and holidays (including birthdays); plus a one-week office closure in December. Employees also receive generous professional development stipends and paid memberships to bar associations.
START DATE: February 15, 2020

HOW TO APPLY: Applications will be reviewed on a rolling basis and accepted until the position is filled. Please only apply if you meet the qualifications; unqualified candidates will not be considered.

Send the following to legalsupport@ifwhenhow.org:

- Cover letter that speaks to how your experience and skill set meet the qualifications for this role;
- Resumé;
- Writing sample - legal memo, brief, or know-your-rights material preferred; and
- List of three (3) references with contact and relationship information (title, where/when you worked together, and Linkedin profile, if available)

If/When/How: Lawyering for Reproductive Justice, a project of Tides Center, 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.