



**Part-Time Healthline Associate
Estimated Start Date, January 2018
Atlanta, GA**

About ARC-Southeast: Founded in 2015, ARC-Southeast provides funding and logistical support to ensure Southerners receive safe and compassionate reproductive care including abortion services. Through education and leadership development we build power in communities of color to abolish stigma and restore dignity and justice. Our work encompasses three elements of transformational culture change: Services (Abortion Funding and Practical Support), Activism Engagement leading to Leadership Development, and Building Collective Power for Systems Change.

Position Summary: Access Reproductive Care - Southeast (ARC-Southeast) seeks a Healthline Coordinator with a deep commitment to reproductive justice coupled with a proven record of reproductive health related phone advocacy and leadership. Our Part-Time Healthline Associate will partner with the staff, interns and volunteers ensure our mission, vision, and values are upheld. The Program Coordinator's primary role is to support our direct service abortion funding and practical support volunteer programs. 100% of the Part-Time Healthline Associate time is dedicated to supporting the Healthline Programs.

The Part-Time Healthline Associate reports to the Executive Director (ED).

This part-time hourly position, (maximum 25 per week) requires work in an office setting.

Responsibilities:

Program Leadership:

- Answer and document calls to our toll-free Healthline and online support requests on website.
- Provide nonjudgmental information, referrals, peer counseling and advocacy on issues of abortion, birth control, pregnancy testing, prenatal care, sexually transmitted infections, pap smears and gynecologic care, etc.
- Follow-up with and Identify potential Caller Leaders from ARC-Southeast Healthline Cases.
- Supports Healthline Team with researching and reporting up-to-date knowledge about relevant local, state, and national reproductive justice policy issues.

Community Leadership:

- Build and maintain relationships with clinics, providers, organizations in the Southeast with the goal of ensuring that we are giving Southerners their full range of safe, affordable, and compassionate options when it comes to making their reproductive healthcare decisions.
- Develop and implement strategies that will maximize synergy between the direct service delivery program, advocacy, outreach, and leadership development programs.

Miscellaneous:

- Provides support as needed to other staff positions
- Participates in ARC-Southeast's working partnerships with other abortion funds and organizations in the Southeast.
- Assist with other related programmatic work as needed.

Skills, Abilities, and Qualifications:

1. 1-3 years relevant experience in a fast paced, high-volume call center.
2. A commitment to follow-through coupled with strong interpersonal and communication skills, both written and verbal;
3. A commitment to abortion access and full reproductive healthcare for all people; commitment to gender and reproductive justice in a broader frame of social, economic, racial justice for all.
4. Self-motivated, resourceful, creative, and able to work without significant day-to-day supervision.
5. Familiarity and comfort with sexual and reproductive health issues, particularly abortion.
6. Demonstrated ability to make strategic decisions in complex or fast paced situations.
7. Collaborative spirit with an ability to maintain flexibility and effectively manage ambiguity in a responsive environment;
8. Highly organized and detail-oriented, able to prioritize and manage multiple tasks; and
9. You enjoy working with an inclusive staff and board.

Outstanding candidates will also have:

1. Experience working and coordinating with healthcare professionals including doctors, counselors, nurse practitioners and clinic staff.
2. Ability to communicate in languages other than English, especially Spanish!
3. Past advocate for communities of color, low-income or immigrant communities preferred.
4. Previous experience in the Reproductive Justice field.
5. Previous experience advocating, organizing, and base-building with communities of color, low-income individuals, or immigrant communities.

Compensation and Application Process:

The Part-Time Healthline Associate is an exempt, part-time, hourly position with a desired start date of January 3, 2018. The Hourly Rate is \$15-20 based on experience and qualifications. ARC-Southeast also provides a comprehensive benefits package which includes health, dental, and vision insurance, generous vacation and sick time, and more!

Requirements: (1) 1-2-page resume; (2) 1-page cover letter, and, (3) a list of 3 professional references. Applications are considered on a rolling basis. No calls please. We regret that we will only be able to contact those applicants selected for an interview. All documents should be directed to the Executive Director and emailed to careers@arc-southeast.org with the subject line [First and Last Name] Part-Time Healthline Associate.