

Job Announcement

Title: Division of Reproductive Medicine Assistant
Reports To: DRM Manager & Clinic Director

Overview

- The Program Assistant helps the Program Manager oversee the daily operations of the Division of Reproductive Medicine that offers fertility assistance through donor insemination to people who desire to start a family and seek quality and sensitive health care without unnecessary barriers.
- Assistant's role is to ensure a safe, quality driven environment, consistent with the Feminist Women's Health Center and Division of Reproductive Medicine missions'.
- The Assistant works in collaboration with the Program Manager and Clinic Director to maintain and promote quality assurance measures such as, client advocacy and confidentiality, adherence to state, OSHA, and CLIA guidelines.
- The assistant participates in administrative tasks and works with CEAN on outreach projects within the community.

Requirements

The program assistant must:

- Have a flexible schedule, to routinely include weekend & holiday work
- Have an unwavering commitment to reproductive choice and gender freedom.
- Adhere to and promote the DRM policies and procedures.
- Have strong verbal and written communication skills
- Be detail-oriented
- Be comfortable with & supportive of alternative family structures & diverse communities served by the DRM Program
- Be competent in certain aspects of Next Gen, such as appointment scheduling, and skilled at administrative tasks, as well as be able to assist the lab technician, nurse practitioner, or physician with any DRM client visit.

If you are interested, please see Gail (x1738) or email at gailp@feministcenter.org for more information.