



## JOB OPPORTUNITY

<b>Position:</b>	<b>Legislative Organizer</b>
<b>Department:</b>	<b>Community Education and Advocacy Network</b>
<b>Reports To:</b>	<b>Community Services Director</b>
<b>Job Type &amp; Schedule:</b>	<b>Contract, temporary, Part-time (30-32 hours)</b>
<b>Salary:</b>	<b>Dependent on Experience</b>
<b>Location:</b>	<b>Atlanta, GA</b>
<b>Required Travel:</b>	<b>Within the metro Atlanta area</b>
<b>Relocation Covered:</b>	<b>No</b>
<b>Status:</b>	<b>Open; Announcement Date – 12/16/09</b>
<b>To Apply:</b>	<b>Send cover letter** and resume in Word format to:</b>
	Email: <a href="mailto:humanresources@feministcenter.org">humanresources@feministcenter.org</a>
	Fax: 404-417-0878
	Feminist Women's Health Center
	Attn: Human Resources
	1924 Cliff Valley Way, NE
	Atlanta, GA 30329

*The Feminist Women's Health Center provides accessible, comprehensive gynecological healthcare to all who need it without judgment. As innovative healthcare leaders, we work collaboratively within our community and nationally to promote reproductive health, rights and justice. We advocate for wellness, uncensored health information and fair public policies by educating the larger community and empowering our clients to make their own decisions.*

This position will work closely with the Community Services Director, FWHC lobbyist, volunteers, interns and other administrative staff. Successful candidate will recruit and engage FWHC volunteers and supporters to further legislative and educational goals of FWHC. Will identify key constituencies or community partners and implement mobilizing strategies. Plan and implement grassroots advocacy activities such as the coalition sponsored weekly advocacy day (on Wednesday mornings). Create and produce materials, alerts, activist updates, and content for website.

### Responsibilities:

- Recruit and engage supporters and new volunteers into grassroots advocacy activities.
- Identify key constituencies or community partners and mobilize in support of reproductive rights, health and justice.
- Administer records on volunteers in FWHC's email advocacy network, database, etc.
- Plan and implement grassroots advocacy activities such as lobby days, rallies, mailing parties, letter-writing nights, and house parties.
- Train supporters on the legislative process and/or relevant issues at advocacy days, house parties, and other activities.
- Represent FWHC (as well as other team members) in legislative coalitions, community events, tables, and other organizing functions.
- Attend legislative hearings, committee meetings, etc. periodically at the state legislature.
- Produce progress reports and keep campaign records for weekly meetings.
- Facilitate communications and handle logistics for campaign or coalition meetings.
- Write up-to-date content for websites, action alerts, organizing materials, action kits, etc.
- Monitor newspapers, blogs, and other key media outlets, and assist with implementing communication, organizing or media strategies.

### Skills:

- Excellent organizational and communication skills, including writing and computer skills.
- Attention to detail is a must. Public speaking ability a plus.
- Ability to work independently and manage multiple projects and to meet multiple deadlines.

### Requirements:

- Flexibility in work hours as some evenings and occasional weekend hours are necessary
- At least 2-3 years of work experience in an office, preferably non-profit environment
- Car and driver's license required for in-state travel
- Familiarity with and commitment to reproductive health and rights issues
- Familiarity with lobbying, political campaigns, or community organizing
- Feminist, womanist or other similar viewpoints

### Preferred Qualifications:

- Bachelor's degree