



the campaign to prevent unplanned pregnancy

Fellow, Digital Programs

About Power to Decide

Power to Decide, the campaign to prevent unplanned pregnancy, believes that all young people should have the opportunity to pursue the future they want, realize their full possibility, and follow their intentions. These beliefs guide our work to ensure that all young people have the power to decide if, when, and under what circumstances to get pregnant and have a child. We provide objective, evidence-based information about sexual health and contraceptive options, and we work to guarantee equitable access to and information about the full range of contraceptive methods. We are a national, non-partisan organization that is committed to common ground, common sense solutions and catalyzing innovation in the public and private sectors.

Position

Power to Decide is seeking a Fellow, Digital Programs. The Digital Media Fellow works closely with the Marketing and Communications team to advance the brand and mission of Power to Decide. Specifically, the Fellow will provide support for the Marketing and Communications team focusing on clinic database management for our clinic finder that connects nearly 400,000 people with reproductive health services every year. The Fellow should have strong research skills and be a people person who is comfortable cultivating and maintaining relationships with partners, engaging people on the phone, and juggling a variety of tasks with limited supervision.

This is a temporary, full-time, grant funded position with Power to Decide that will end on May 1, 2020. The Fellow will report to the Senior Director, Digital Programs and Education.

Responsibilities

Responsibilities include, but are not limited to:

- Verify the accuracy of clinic details listed in the database.
- Update and expand clinic database through online research and direct contact with relevant partners and clinics.
- Ensure that clinics in the database comply with standards set for inclusion.
- Update "deliver to your door" database of telemedicine providers.

- Assist with preparing clinic data for visual presentation.
- Other duties as assigned.

Qualifications

We are looking for someone who will think big, embrace innovation, and seek new ways of addressing issues. The successful candidate will be responsible, conscientious, adaptive, and resourceful. They will value diversity of thought, backgrounds, and perspectives; be collaborative and proactive; and work effectively as part of an integrated cross-functional team. They will be able to comfortably embrace a non-ideological “big tent” approach to sexual health and unplanned pregnancy prevention, and be passionate about health equity and creating a culture in which all young people can thrive.

The successful candidate will have/be:

- A Bachelor’s degree
- Ability to follow through, meet deadlines, be highly responsive, and organized. Must be a self-starter who can solve problems creatively, work well in a team setting, multi-task productively, and pay meticulous attention to details.
- Excellent written and oral communications skills, strong interpersonal skills.
- Ability to manage multiple projects and timelines.
- Proficiency in Microsoft Office.

Salary is \$20 an hour. The Fellow is a full time, grand funded, one-year temporary position; limited benefits are included such as paid sick days and holidays. This position is classified as non-exempt.

Power to Decide is committed to maintaining a diverse staff and an inclusive, multicultural environment. We are proud to provide equal employment opportunities (EEO) to all employees and applicants without regard to actual or perceived race, color, religion, national origin, parenting status (including pregnancy, childbirth or related medical conditions), age, marital status, sexual orientation, gender identity or expression, veteran status, uniformed service member status, disability or any other characteristic protected by law.

Please send a cover letter and resume to: recruitment@powertodecide.org