

# PRO-CHOICE MISSOURI

**Position:** Clinic Support Coordinator  
**Reports to:** Operations Director  
**Salary:** Starting \$40,000, commensurate with experience  
**Benefits:** 100% Health (medical, dental, vision) insurance, life insurance, abortion coverage, retirement plan, unlimited vacation, paid family and medical leave, education benefit and professional development opportunities, hybrid work community, remote work reimbursement  
**Status:** Full time exempt  
**Location:** St. Louis, MO

## About Us

Pro-Choice Missouri is dedicated to building and sustaining a constituency that uses the political process to guarantee reproductive health, rights, and justice for every Missourian, including but not limited to preventive care, family planning, sexuality education, maternity/birthing parent care, and accessible, legal abortion. Pro-Choice Missouri is a grassroots 501(c)(4) advocacy organization. Two additional affiliated organizations help advance Pro-Choice Missouri's mission. The Pro-Choice Missouri Foundation (a 501(c)(3)) conducts public education and research intended to increase public awareness of relevant reproductive health, rights, and justice issues, and manages PCM's signature Clinic Support program supporting area abortion providers and patients. The Pro-Choice Missouri PAC (PCM PAC) is the political action committee that conducts direct electoral work with and for pro-choice candidates.

## Position Description

Pro-Choice Missouri is seeking a passionate and quick-thinking team member skilled in multi-tasking, and committed to ensuring clinic access for Missourians. Works with the operations director to coordinate Pro-Choice Missouri's signature Clinic Support program including supporting the Clinic Escort and Legal Clinic Observer programs. Responsible for managing the program schedule, sustaining our current volunteer base, and recruiting and coordinating new volunteers, setting up trainings, and supporting other direct and in-direct program needs. The Clinic Support Coordinator will establish and build relationships with partner clinics, coalition organizations, and volunteers. Must be passionate about reproductive health, rights, and justice, have strong attention to detail and administrative skills, and be interested in supporting and growing our signature programs in a unique and challenging climate.

## Job Duties and Responsibilities:

- Engage and sustain current network of Clinic Support volunteers
- Build and manage annual program calendar
- Communicate with local abortion clinics to ensure needs are being met
- Organize, schedule, and host trainings for the Clinic Escort Program and Legal Clinic Observer Program
- Coordinate with PCM's Organizing Department to recruit volunteers to the Clinic Escort Program and Legal Clinic Observer Programs

- Deepen opportunities for volunteer participation within Pro-Choice MO by connecting volunteers with other PCM programs and opportunities
- Manage minimum 10 - 15 volunteer teams; including communication with key volunteers
- Review and maintain program site reports, and other compliance documents
- Coordinate with other staff to ensure cohesive execution of related programs and events
- Maintain volunteer database, keep data current, including individual volunteer information, and results of volunteer activities
- Other responsibilities as identified by organization

**Ideal candidate will possess the following qualities and skills:**

- Strong commitment to reproductive health, rights, and justice
- Awareness of current climate of abortion access in Missouri
- Excellent oral and written communication skills
- Ability to independently manage multiple deadlines and responsibilities at once
- Ability to communicate effectively and to build positive relationships with partners and volunteers
- Skill or willingness to learn voter and membership management systems (i.e. VAN, EveryAction, etc.), online advocacy tools, Slack, and Google Drive
- Exceptional organizational skills and attention to detail
- Ability to think creatively and strategically about ways to incorporate the program into organization-wide activities
- Flexibility in work environment

**To apply: Submit a cover letter and resume to [jobs@prochoicemissouri.org](mailto:jobs@prochoicemissouri.org).**

**Deadline to apply is Friday, March 31st, 2023**

*Current or former Clinic Escorts encouraged to apply!*

Pro-Choice Missouri values and respects diversity in its many forms: race, ethnicity, national origin, ability, class, faith, age, gender identity, sexual orientation, and experience. We welcome a broad array of applicants. Inclusivity is important to our mission and daily work.

Pro-Choice Missouri is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, gender, age, sexual orientation, gender association, gender expression, marital status, military status or physical or mental disability.

The Pro-Choice Missouri team is committed to protecting our team and our community. All applicants must be fully vaccinated against Covid 19. Reasonable accommodations will be considered.

***THIS JOB DESCRIPTION IS NOT INTENDED TO BE A COMPLETE LIST OF ALL RESPONSIBILITIES, DUTIES, OR SKILLS FOR THIS POSITION AND IS SUBJECT TO REVIEW AND CHANGE IN ACCORDANCE WITH THE NEEDS OF THE ORGANIZATION***