

JOB DESCRIPTION



Job Title: AMSA Reproductive Health Fellow
Reports To: Senior Manager of Education & Advocacy
Status: Exempt

This job description provides a general guideline to the most common duties, responsibilities, and minimum requirements for this position. It is not all inclusive and the actual position may vary as circumstances indicate or as determined by the Association. Working hours are primarily a day shift position but evening and weekend work along with some travel within the U.S will be required, as business needs dictate during peak times or events. Location: Washington, DC metro area.

Summary of Position:

Under the supervision of the Senior Manager of Education & Advocacy, the Reproductive Health Fellow position will work alongside our Senior Manager of Events & Marketing and Program & Events Project Manager and together they will oversee AMSA's programming, organizing and advocacy efforts. 70% of their time will be dedicated to accomplishing abortion-related content outlined in the job description below. Provides training and support on advocacy initiatives to AMSA chapters. This is a 1-year, full-time grant-funded position starting September 2019, ending August 2020.

Principle Duties:

- Embodies the values and core competencies of the Association at all times and positively promotes the Association's culture
- Provides insight and thought leadership that will help accomplish the goals and objectives in the area of reproductive health education and advocacy, with a primary focus (70% fte) on abortion care educational programming and future provider workforce development
- Supports all internal team members following the Association mission and values while assisting in promoting the Association culture
- Develops and cultivates relationships with AMSA chapters throughout the country, with medical students and residents, with reproductive health allies, and medical facilities in order to advance education, knowledge on reproductive health services and rights for women to legal, safe, and voluntary abortions.
- Promote and drive reproductive health education to ensure that medical students have exposure to clinical skills in reproductive health, leadership skills, communication and media training, and information on state and federal legislative processes including how to work with allied groups to achieve shared goals.
- Provides training and support of advocacy initiatives. Encourages the involvement of all members in AMSA programming in the area of reproductive health

Program Responsibilities:

- **AMSA Reproductive Health Scorecard & Research** - Oversees the creation of the AMSA Reproductive Health Scorecard and AMSA Local Project Grants program; responsible for organizing and managing the research component, production and promotion of the Scorecard. Develops guidelines for local project research grants, recruit Chapter participants, oversees process, evaluation, and reporting. Works with Program & Events Project Manager.
- **AMSA Convention** - Works with Senior Manager of Education and Advocacy. Responsible for the planning of advocacy day sessions related to reproductive health and the poster session at Convention. Develops guidelines for student scholarships and recruits participants. Assists with student-alumni networking social, clinical skills sessions, evaluation and reporting.
- **Reproductive Health Institutes** - Assists Senior Manager of Education and Advocacy with logistics, evaluation, and reporting for 3 institutes. Location: Washington, DC.
- **AMSA Chapter Engagement Activities** - Assists Program & Events Project Manager with developing guidelines for Chapter grants, and recruiting AMSA Chapters to participate in issue education, media and advocacy training, networking, and clinical skills building local and statewide activities to foster communication and connections amongst chapters and like-minded allies in key states. Travel required.
- **Reproductive Health Scholars Program** - Oversees creation and shaping of this online program, to produce thought provoking content, recruit dynamic speakers and participants, oversee process, evaluation, and reporting. Works with the Program & Events Project Manager, and alongside the AMSA Academy Chair,
- **Reproductive Health Rotations & Mentorship Program** - Assist Program & Events Project Manager in connecting with AMSA alumni and perform targeted outreach to abortion providers to join the AMSA mentorship platform to connect medical students and residents with abortion provision skills building opportunities. Assist with development of outreach materials and engages students interested in building abortion care skills.

Secondary Duties:

- Assists with special projects as required
- Other duties and responsibilities as assigned

Position Specifications:

1. Essential Use of Following Tools:

- GSuite
- MS Office Suite (Word, Excel, PowerPoint,)
- Various Social media platforms to include but not limited to: Twitter, Facebook, YouTube, Instagram, etc.
- MemberSuite AMS; Slack; SmartSheet

2. Essential Training/Certifications:

- Member of AMSA in good standing preferred
- Full-time medical student interested in the area of reproductive health and abortion care and able to take a year off of school to focus on this program

3. Essential Skills/Knowledge:

- Expertise in all major business software applications (Microsoft Office etc.)
- Proficient with Google Suite
- Considerable skills in leadership and promotion of AMSA messaging
- Outstanding command of the English language
- Broad fundamental communication, networking and advocacy knowledge
- Significant communication skills in written and verbal formats; showcases clear and concise manner.
- Can articulate the Association’s mission and share the importance of reproductive health rights for all women
- Ability to work as part of a team and to work independently; a self-initiator, versatile and assumes risk with responsibility
- Demonstrated ability to be innovative and solutions-based
- Ability to elicit cooperation and collaboration from a wide variety of sources; fosters a healthy work environment through teamwork with both staff and national leaders
- Strong ability to prioritize multiple projects; works well and remains focused in an unstructured environment with changing priorities, requires minimal supervision
- Demonstrates strong attention to detail
- Excellent organizational and time management skills, able to plan and coordinate work in order to accomplish goals
- Demonstrative abilities in collaborative team building and consensus

4. Essential Competencies/Behaviors:

- Displays mature and professional demeanor, with common sense, and good judgment
- Self-motivated, member focused, strong interpersonal skills
- Demonstrates an understanding of the importance of the position for the success of the business
- Very positive, can do attitude at all times – motivating others, doesn’t lose positive outlook often/easily
- Able to anticipate roadblocks and initiate appropriate processes that drive success
- Able to cope within a fast-paced work environment; perseveres with tenacity
- Ability to accept change and be flexible; focusing on action and outcomes
- Able to exercise discretion and independent judgment
- Must act with honor, character and integrity at all times

I have read and received a copy of my job description. I understand that it is not all encompassing and may change with or without prior notice. I certify that I have all of the above certifications/training. I certify that I am capable of fulfilling all skills/knowledge and physical requirements, either with or without reasonable accommodation.

Print Name

Date

Signature

Date

Note: Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.