

West Alabama Women's Center

Deputy Director

Job Summary:

The West Alabama Women's Center (WAWC) Deputy Director is responsible for supporting the Clinic Administrator and the Leadership Team staff in all areas from administration to policy to communications.

Executive Leadership:

- Supports the Board of Directors and Leadership Team in developing and implementing a strategic plan that reflects Clinic values;
- Facilitate internal processes for WAWC staff that build skills and commitment to organizational values and reproductive health, rights, and justice;
- Assists managers in developing workable systems and cost-effective procedures and staffing;
- Oversee team organizational and information management systems;
- Represents the clinic at social, political and business affairs in a professional and credible manner;
- Maintains and develops professional contacts in the industry and community;
- Works with the Leadership team on special projects throughout the year.

Communications:

- Create all forward facing social media for West Alabama Women's Center, including Facebook, Twitter and Instagram and other social media platforms. This includes sharing informational links, memes and promotion of WAWC and other allied people and groups, as well as creating new media to be shared on these tools. Also responsible for account activities during events such as tweetstorms, Instagram "takeovers" and other movement promotional events.
- Assist in the creation of policy and other fact sheets and resource kits that address issues and concerns that the media may have regarding West Alabama Women's Center and that may be valuable for use by allied organizations and the general public. Fact sheets are researched and sourced documents to be used in educational campaigns or media releases as needed;
- Facilitate WAWC's participation in research projects with allied organizations, institutions, and researchers;

- Assist in the creation of written communications to come from WAWC, its organizers, or its allies and their organizers, including fundraising letters, event details or any other communications as needed;
- Write blog posts and other web copy for the WAWC website. Work with the Communications & Development Manager to create emails, advocacy forms or texts for informational or fundraising purposes;
- Work on maintaining and updating the website with Communications & Development Manager and other relevant staff, volunteers, and board members;

Community Engagement:

- Work within West Alabama to identify and prioritize local need among marginalized groups in the area that can be served by WAWC and organize with local leaders to implement solutions without replicating or displacing current resources;
- Build and maintain relationships with advocacy partners, community leaders, and other organizations and associations throughout the state, nation, and internationally to advance clinic commitment to reproductive justice;
- Manage clinic escorts and all clinic volunteers;
- Attend and coordinate tabling efforts at local colleges and universities, health fairs, or other community events in which WAWC participates;
- Assist the Policy Director in organizing needed lobbying materials, election event support or other potential public events organized under the policy wing.

Administrative Support:

- Assist Clinic Director in all forms of administrative work with the goal of providing backup support for any needs identified by the leadership team.
- Become familiar with all human resources and procedural needs of the clinic to ensure smooth ongoing clinic operations
- Act as liaison between clinic staff and Clinic Director to assess and triage the needs of WAWC based on urgency.
- Works with Office Manager to monitor, evaluate, and troubleshoot simple issues regarding local anti-choice activity and protestors;
- Facilitate review and distribution of donor acknowledgements.

Full-time: starting salary - \$85,000, benefits - 100% employer-paid health, dental & vision, 25 days of PTO annually, \$5,000 relocation bonus available upon submission of signed lease or deed of trust, other benefits on request.