



**Oregon Foundation for Reproductive Health**  
Policy and Access Coordinator Position  
Apply by November 8, 2012

**Position Summary**

Policy and Access Coordinator is responsible for the day-to-day activities of the Oregon Foundation for Reproductive Health. OFRH is a non-profit foundation dedicated to improving access to comprehensive reproductive health care and promoting reproductive health equity in all Oregon communities.

**Key Responsibilities**

- Coordinate and manage OFRH's One Key Question Initiative, which facilitates the integration of reproductive health into primary care practice and health policy
- Coordinate Emergency Birth Control Access Project to improve pharmacist knowledge and practices
- Work closely with Executive Director, Medical Director and OFRH board members
- Facilitate relationships with, secure new endorsements, and coordinate quarterly meetings of a coalition of 20 plus organizations endorsing One Key Question, as well as the OFRH Advisory Council (65 community members) to solicit input and feedback related to project directions and strategy
- Track, analyze and develop response strategies to policies and legislation at both local and national levels (including Oregon health care reform efforts) with respect to the impact on women and reproductive health in Oregon; translate policy language into public education messaging; prepare and deliver policy testimony as appropriate
- Identify and track opportunities for funding with national and local foundations; create and submit funding proposals to support OFRH initiatives; must be able to professionally synthesize research data, policy context and programmatic focus
- Develop fundraising appeal campaigns to support OFRH initiatives, solicit individual and major donor contributions
- Increase OFRH visibility and reach of our organization through event promotion, tabling, education/outreach, pursuing opportunities to present and attend professional conferences
- Manage and raise the profile of the OFRH and One Key Question websites ([www.onekeyquestion.org](http://www.onekeyquestion.org)) and OFRH social media presence

**Qualifications**

Education:

- Bachelors degree with major courses related to health or women's issues
- Master of Public Health strongly preferred

Experience:

- 2 years public health policy experience strongly preferred
- grant writing experience

Job related knowledge, skills and abilities:

- demonstrated knowledge of and commitment to reproductive health and rights
- exceptional organizational skills with ability to advance multiple areas of responsibility simultaneously
- exceptional verbal, and written communication skills
- working knowledge of policy and legislative processes
- excellent critical thinking and problem solving skills
- ability to work independently with only general supervision, as well as effectively function on an inter-dependent and flexible team
- high level of computer proficiency

**Working conditions**

- Frequent travel around Portland and to Salem requires secure personal transportation
- Occasional evening and weekend work required

**Compensation**

- Commensurate with experience and education; \$30,000 - \$40,000

**Send resume and cover letter to [kristin@prochoiceoregon.org](mailto:kristin@prochoiceoregon.org) by November 8, 2012.**