



## REPRODUCTIVE FREEDOM LEADERSHIP COUNCIL

### RFLC Research Program Intern

#### **About the State Innovation Exchange**

We are a national resource and strategy center that collaborates with state legislators to improve people's lives through transformative public policy. SiX works in close coordination with legislators, advocacy groups, think tanks, and activists to provide the tools and information legislators need to be successful. We provide policy support, communication products, research, trainings, convenings, technical assistance and strategic advice with a particular focus on the dynamics in each state. We are committed to building progressive power at the state level by providing lasting and personalized support for state legislators.

#### **About the Reproductive Rights Program**

The SiX Reproductive Rights program runs the Reproductive Freedom Leadership Council (RFLC)- the country's only network of state legislators who champion reproductive health, rights, and justice. We believe in working with state legislators to build power for and with the people, and that reproductive freedom – including the right and ability to access abortion care – is a critical cornerstone of progressive values.

#### **Position Summary**

We are seeking an intern to support the Reproductive Rights team's Research Program from January to June 2023. The ideal candidate will be committed to racial equity and progressive values while being passionate about reproductive health, rights, and justice. This person should have a knowledge base of the public health/social science/clinical research related to reproductive health (including abortion care, contraception, and maternal health care) and be comfortable condensing and translating research for a policymaker audience. This person should also have interest in event planning, scheduling, and administration. The RFLC Research Program Intern will work with the Reproductive Rights team at SiX, the SiX staff more broadly (including other program staff and state directors), and in-state partners to support legislators in their roles to promote progressive reproductive health, rights, and justice policy at the state level.

At SiX, we commit to equal pay for equal work. To counter pay inequality and uphold internal parity, we use a nonnegotiable starting salary system, while benchmarking our pay to highly competitive markets in the nonprofit sector. The starting salary for this position is \$18/hr. The position is remote and open to anyone living in the United States. Interns are expected to work approximately 15 hours per week, but weekly hours are flexible and can be adjusted based on school schedules or other work commitments.

Note: Research suggests that women and BIPOC individuals may self-select out of opportunities if they don't meet 100% of the job qualifications. We encourage anyone who believes they have the skills necessary to succeed at SiX to apply for this role.

### **Role Responsibilities:**

All staff at SiX have personalized role responsibilities- the outcomes and impacts you are expected to deliver as part of your unique role within the organization. As an RFLC Research Program Intern you report to Director of Research for Reproductive Rights and will be responsible for delivering on the following expectations in your day-to-day work:

- Conduct background research and provide administrative, outreach, and event planning assistance on key RFLC Research Program projects (including an emphasis on access to medication abortion care, self-managed abortion, and translation of scientific evidence for policymakers);
- Assist Director of Research, Reproductive Rights in curating reports and developing monthly research spotlight newsletter and resource database content that can serve policymakers' needs during legislative sessions;
- Identify research/data relevant to specific legislation in the states and work with SiX Reproductive Rights team to share with RFLC members in a timely manner;
- Provide initial literature/data review for legislator technical assistance requests and/or research needs in a timely manner;
- Assist in coordination of research related elements of SiX Reproductive Rights team webinars and trainings as needed and manage event evaluation and analysis.

### **Based on these expectations, the following qualifications are desired:**

- Demonstrated interest in public health/social science/clinical research related to reproductive health (abortion care, contraception, maternal health, etc.);
- Excellent organizational skills and attention to detail with the ability to strategize in coordination with a team and complete assignments independently;
- Ability to work quickly under pressure and juggle several projects at once;
- Understanding of state policy and legislative process.

### **Core Competencies**

All staff roles at SiX are grounded in a set of core competencies that are standardized across the organization based on the type of role you hold. As an RFLC Research Program Intern, you will be expected to demonstrate the following core competency expectations in your day-to-day work:

1. *Equity and Inclusion.* You have a demonstrated understanding of the role that racial, gender, economic, and other inequities play in our society and in movement-building and demonstrate an ability to effectively collaborate across lines of difference.
2. *Program Implementation.* You successfully execute the activities of your program/issue area(s) and contribute to the success of your team and the organization overall.
3. *External Communication and Brand Management.* You are able to advance the organization's reputation, profile and brand with key stakeholders. You possess excellent written and verbal communication skills.

4. *Knowledge Management.* You are detail oriented and able to support in the collection, synthesis and dissemination of information about your team's work, internally and externally.
5. *Compliance.* You comply with relevant nonprofit laws and adhere to internal policies, practices, and protocols.
6. *Organizational Culture and Values.* You are able to practice and uphold organizational values in your day-to-day and long-term work. You participate in creating a team culture that is productive, collaborative, and equitable. [See below for more on organizational values.]

### **Organizational Values**

All staff at SiX are responsible for upholding our organizational values, which were developed collaboratively by all staff. These describe the way we strive to do our work together and the kind of organizational culture we want to build. As an RFLC Research Program Intern, you will be responsible for demonstrating the following behaviors in carrying out your day-to-day work:

1. *Equity and Inclusion.* Actively practice our commitment to racial, gender, economic, and social justice. Demonstrate an openness to cultivating progressive, inclusive leadership and welcoming different learning and leadership styles. Seek and accept feedback about ways to strengthen your awareness and understanding of how to create more inclusiveness in your speech and behavior. Practice humility and continuous learning. Commit to repairing relationships if your speech or behavior has promoted inequity or exclusion.
2. *Collaboration.* Proactively build relationships with your colleagues and partners. Demonstrate respectful speech and behavior. Be honest, kind, and direct in instances of conflict. Adopt a stance of "having each other's back." Resist habits of individualism and competition in favor of turning toward and building with one another.
3. *Accountability.* Demonstrate the ability to own and achieve your responsibilities at work. Attend to both the results and the process by which you achieve your results. Pay attention to details, anticipate roadblocks, offer solutions, drive work forward, include relevant stakeholders when making decisions, follow through with delivering high-quality work on time.
4. *Integrity and Trust.* Do not withhold information but democratize knowledge. Acknowledge both your successes and your mistakes. Practice forthrightness, "saying the thing," graciously giving and receiving feedback, and building your own skills and capacity as well as that of your colleagues.
5. *Initiative and Tenacity.* Take responsibility for your success and the success of your teammates. Demonstrate the ability to manage and successfully execute on the work in the context of a remote organization. Offer and seek answers and options proactively, in consultation with your supervisor, colleagues, and partners. Challenge implicit assumptions and create explicit agreements.
6. *Flexibility.* Embody a "getting to yes" attitude and a propensity for working through roadblocks, building consensus, and course correcting when necessary. Engage in continuous learning and reflection. Seek feedback. Apply your learnings to subsequent projects and responsibilities. Welcome change and seek ways to adapt to new information, people, and circumstances.
7. *Innovation.* Commit to learning and growing the organization's work. Stay open to possibility. Greet new opportunities with curiosity and a sense of possibility and openness. Contribute to a culture that lets us grow, try new things, succeed (or fail), and learn from our efforts.

**How to Apply**

Interested applicants should send a compelling cover letter and resume to [jobs@stateinnovation.org](mailto:jobs@stateinnovation.org). Please indicate the position you are applying for in the subject line of the email [RFLC Research Program Intern 2023] . The priority deadline is October 24th, 2022. Applications will be reviewed on a rolling basis until the position is filled.

*State Innovation Exchange is an equal opportunity employer. We encourage people of color, women, LGBTQ folks, and immigrants to apply for open positions. We do not discriminate on the basis of race, color, religion, gender, gender identity, sexual orientation, disability, national origin, age, marital, and/or veteran status or any other characteristic or activity protected by federal, state, or local law.*