



**State Innovation Exchange (SiX)**  
**Senior Administrative Associate, Reproductive Rights**

**About the State Innovation Exchange**

The State Innovation Exchange (SiX) is a 501(c)(3) policy, strategy, and resource center for progressive state legislators. We empower, embolden, and equip state legislators to build and wield progressive governing power by/with/for the people they represent. We do this by providing legislators with the tools needed to shape impactful public policy and building their capacity to lead with their constituents. We foster long-term collaboration between legislators across chambers, across regions, and across state lines - and with grassroots movements. Our vision is an equitable, resilient, healthy, and prosperous future for every person in the United States, which is secured and safeguarded by progressive state legislators. SiX's sister organization, SiX Action, is a 501(c)(4) that works alongside SiX to build the capacity of state legislators by providing policy development, communications tools, and technical assistance.

**About this Position**

The Senior Administrative Associate, Reproductive Rights is essential to the success and impact of SiX's Reproductive Rights program, serving as the operational backbone of the team and ensuring that daily functions run smoothly, efficiently, and strategically. This role drives program effectiveness by delivering high-level administrative coordination, managing CRM systems and program data, and facilitating clear, consistent communication with legislators, partners, and SiX staff. By strengthening internal systems, supporting data-informed decision-making, and enhancing cross-team collaboration, the Senior Administrative Associate helps advance SiX's mission and deepen engagement across the reproductive rights ecosystem.

At SiX, we commit to equal pay for equal work. To counter pay inequity and uphold internal parity, we use a non-negotiable starting salary system benchmarked to highly competitive nonprofit-sector markets. The salary for this position is \$80,000. SiX also offers comprehensive benefits, including generous healthcare options for you and your family, life insurance, a retirement match, a flexible schedule, and substantial leave, including August and December breaks and holiday schedules. This is a full-time, exempt, remote position open to candidates living in the continental United States within one hour of a major airport, and it requires travel up to seven times per year.

**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 the Senior Administrative Associate, Reproductive Rights, you report to the Senior Director, Reproductive Rights and are responsible for delivering on the following expectations in your day-to-day work:

1. **Administrative Support:** Provide comprehensive administrative support to the Senior Director of Reproductive Rights and the Reproductive Rights team by expertly managing calendars,

prioritizing high volumes of meeting requests, and coordinating schedules with accuracy and discretion. Oversee seamless travel, meeting, and event logistics by booking transportation and lodging, preparing agendas and materials, managing RSVPs, and ensuring all technical and on-site needs are met for virtual and in-person events, convenings, and briefings with legislators and partners. Strengthen overall team operations by maintaining shared calendars, tracking deadlines and deliverables, coordinating travel for state lawmakers, supporting budget monitoring and expense processing, and organizing team documents and workflows. Lead planning and execution of internal team meetings, retreats, and strategy sessions, ensuring systems run efficiently across the department. Strong experience with Asana and other project management systems is preferred to support effective task management and cross-team accountability. The ideal candidate is highly dependable, mission-driven, and proactive, anticipating needs, resolving challenges, and ensuring seamless day-to-day operations that enhance program impact and deepen relationships across the reproductive rights ecosystem.

2. ***Operational and Development Reporting:*** Manage and submit precise monthly expense reports by tracking credit card activity, organizing receipts, and coding transactions in Nexonia while maintaining and updating grant deliverables to ensure full compliance with funder requirements and organizational deadlines. Track and analyze program and departmental budgets with accuracy, and produce clear, compelling outcomes, impact metrics, and narrative highlights for funder reports and development materials. Build and maintain complex spreadsheets, budget trackers, and reporting dashboards using advanced Google Workspace skills, and leverage project management platforms such as Asana to coordinate tasks, monitor deadlines, and support cross-team collaboration; familiarity with Slack is strongly preferred to ensure seamless internal communication. The ideal candidate is systems-oriented, highly organized, and adept at synthesizing data efficiently and effectively.
3. ***Program Implementation:*** Support Reproductive Rights team operations by preparing agendas, capturing detailed notes, tracking action items, and ensuring timely follow-up, while coordinating virtual meetings on Zoom and Google Meet and managing all logistics for smooth execution. Update and maintain WordPress content and contribute to evaluation by collecting participant feedback, tracking engagement, and assessing the effectiveness of meetings and program activities. Maintain accurate program data by tracking legislator tenures and officeholder changes, keeping the RFLC membership list current, and leading annual outreach and onboarding. Ensure strong data hygiene and assist in analyzing program metrics to inform strategic decisions and improve outcomes. Experience with legislative information systems such as Quorum is strongly preferred to support research, data tracking, and program implementation. The ideal candidate is observant, systems-minded, and collaborative, demonstrating proactive problem-solving, strong follow-through, and the ability to effectively support senior leadership and team priorities.
4. ***Program Communications:*** Take ownership of the bi-weekly RFLC newsletter by collecting content from team members, curating and drafting policy updates and research highlights, designing graphics in Canva for program and funder materials, and coordinating internal review to ensure accuracy and alignment with organizational priorities. Format and distribute the newsletter through platforms such as EveryAction or Mailchimp on a consistent schedule, while maintaining segmented email lists with strong data integrity. Monitor the programmatic inbox daily, triage and delegate inquiries, and ensure timely follow-up with legislators, partners, and internal stakeholders to strengthen engagement and maintain responsive communication. The

ideal candidate demonstrates excellent written and verbal communication skills, meticulous attention to detail, and the ability to translate complex policy information into accessible, actionable content, and thrives in a collaborative, self-directed environment with tight deadlines.

5. ***Systems Maintenance:*** Database management, updating, and reporting; manage list for various SiX activities. The ideal candidate should be comfortable and adept at learning different software and technological platforms (Google Drive, Microsoft, etc). Help to organize legislative gatherings, including meetings, conference calls, or retreats. The ideal candidate is an organized planner with the ability to effectively multitask. Provide conference, event logics, and registration support. Provide additional administrative support as needed.

### **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 the Senior Administrative Associate, Reproductive Rights 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 are able to support the successful implementation 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 uphold the organization's reputation, profile and brand with key stakeholders. You possess excellent written and verbal communication skills.
4. *Partner Engagement.* You are able to maintain successful and professional partnerships with external stakeholders in the implementation of your work.
5. *Knowledge Management.* You are detail-oriented and able to assist in the collection, synthesis and dissemination of information to support your team's work.
6. *Financial Administration.* You are able to provide timely, accurate financial information as needed to comply with all internal financial protocols.
7. *Compliance.* You are able to comply with relevant nonprofit laws and adhere to internal policies, practices, and protocols.
8. *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.

### **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 the Senior Administrative Associate, Reproductive Rights, you will be responsible for demonstrating the following behaviors in carrying out your day-to-day work:

**1. Adaptability and Imagination**

- We believe there are multiple ways of knowing and welcome opportunities to learn from our past, present and future.
- We remain open to learning, sharing, and shifting our approach, perspective and process.
- We embrace the necessity of change within ourselves, our communities, and organization.
- We have both the audacity to dream beyond what seems impossible and the boldness to pursue those possibilities with tenacity.

**2. Connection, Relationship, and Collaboration**

- We believe that authentic relationships and principled partnerships are the foundation for building people-centered power within systems that will lead to communities living the lives that we deserve and are fighting for.
- We cultivate relationships, grounded in trust and respect, to work toward a common purpose and shared vision.
- We believe that the quality of our work is just as important as the path we take to achieve it, so our passion for excellence does not outweigh accountability to our partners, communities, and each other.
- We operate with integrity, acknowledging our mistakes and attending to the impacts.
- We are honest, kind, and direct in instances of conflict and believe that principled tension is necessary for the advancement of our work.

**3. Wholeness, Consideration, and Care**

- We are whole human beings and honor the fullness of our lives and the lives of those around us.
- We believe that all people and communities are deserving of joy, rest, safety, and respect.
- We are flexible in how we work while respecting the space, boundaries, and care of ourselves and those around us.
- We are responsible for our own emotions and how those emotions shape how we respond to and engage with others.

**4. Belonging and Difference**

- We believe in the power of our shared humanity and are committed to upholding the inherent value of people, across identities, experiences, and perspectives.
- We acknowledge the systems that work to oppress the communities we are a part of and collaborate with and are actively working against them to build the world we want to live in.

- We oppose all forms of racism and are committed to learning and proactively shifting how our behaviors, beliefs and policies reinforce racist ideas and actions.

#### 5. **Sustainability and Perseverance**

- We prioritize the sustainability of ourselves, communities, and organization by pausing when necessary and reducing harm wherever possible.
- We understand the value and importance of access to information and learning and operate in a stance of abundance and generosity of resources, ability, and knowledge.
- We recognize the “long arc” of systematic change work and are deeply invested in the generational commitment and organizing necessary to realize the world we want to live in and can thrive.

#### **How to Apply**

Interested applicants should submit a compelling cover letter and resume to [jobs@stateinnovation.org](mailto:jobs@stateinnovation.org) with “Senior Administrative Associate, Reproductive Rights” in the subject line. Applications will be reviewed on a rolling basis until the position is filled, with priority given to candidates who apply by **January 23, 2025**. Please note that the start date for this position will be on or after March 16, 2026.

The State Innovation Exchange is an equal-opportunity employer committed to building a diverse and inclusive team. We strongly encourage people of color, women, LGBTQ+ individuals, immigrants, and others who are underrepresented in the political and nonprofit sectors to apply. We do not discriminate based on race, color, religion, gender, gender identity, sexual orientation, disability, national origin, age, marital or veteran status, or any other characteristic protected by federal, state, or local law.