



Job Title: Client Services Program Coordinator

Job Purpose: NOAF is seeking a passionate and detailed leader for the 1-year contract position of Client Services Program Coordinator, who will manage and support a committee of volunteers responsible for assessing and coordinating financial assistance for abortion care. The Client Services Program Coordinator will ensure timely and accurate billing and payment to partner clinics, and oversee documentation and data entry.

Reports to: Executive Director

Responsibilities:

- Coordinate volunteer training and mentoring;
- Coordinate volunteer supervision and support;
- Coordinate team to ensure follow-up program (calls/emails);
- Manage billing/payment with clinics;
- Assure good standing with partner clinics;
- Coordinate documentation and data entry;
- Actively participate in NOAFs Game-a-thon and other fundraising events throughout the year;
- Attend the National Network of Abortion Fund (NNAF) Annual Summit or other appropriate convening as provided;

Primary Objectives:

- Manage and support a committee of volunteers
- Manage billing and payment with partner clinics
- Coordinate documentation and data entry
- Support fundraising initiatives

Qualifications:

- Self-managed; acceptance of personal responsibility for results and own success; requires limited oversight, but able to communicate effectively with NOAF board, executive director, and volunteer members.

- Be committed to best practices and ethical development.
- Dedication to and consistent embodiment of NOAF's mission and core values that center economic, racial, and gender equity.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.

Job Classification: One-year part-time contract position. Contractor will be compensated \$8,000 for execution of this contract. Payment will be remitted quarterly.

To Apply: Send formal cover letter, resume, and three professional references to amy@neworleansabortionfund.org with the subject "Client Services Application."

Applications will be accepted until August 15, 2018 or until position is filled. People of color, women, low-income, and LGBTQ people are strongly encouraged to apply.