



Abortion Care Network

WE ARE STRONGER TOGETHER

Abortion Care Network (ACN) is seeking a Technical Assistance (TA) Program Manager. The TA Program Manager oversees the planning, implementation, and evaluation of the Technical Assistance Program for ACN clinic members. The TA Program Manager is the central point of contact for ACN abortion providers and ally members' technical assistance needs. TA works to provide targeted support to help implement solutions that members face. This position can be fully remote or hybrid remote/in-person in Minneapolis, Minnesota. This role is a full-time, exempt position and reports to the Membership Co-Director. Travel is required up to 8 times per year for site visits or conferences.

Salary range: \$78,300 - \$83,800 ACN salary bands are determined by an organizational pay equity process. Unlike market-based compensation systems, ACN's pay equity process focuses on the level of responsibility each employee holds in their position. The process has been developed to ensure integrity, equity and transparency in setting salaries across the organization and embodies ACN's values. This range represents the lowest and highest this position may score using our pay equity rubric based on the qualifications you bring to this position. ACN incorporates a geographical score in determining compensation as part of the pay equity process. As a national organization, this score is in recognition that some areas of the country are significantly more expensive to live. The geographic score is \$0-\$5,000 in addition to the salary range.

Benefits include: Health insurance including medical, vision, dental, and life insurance paid 100%, every other Friday off, 25 days PTO annually, 12 paid holidays, 401k and HSA contributions, cell phone and home internet reimbursement, and professional development stipend. Employees may add dependents to health and dental coverage, and ACN will cover half the premium costs of qualified dependents.

Duties:

Member Relations

- Prioritizes the needs and sustainability of ACN member clinics.
- Responds to requests for analysis, interpretation, and/or deductions from presented facts or circumstances to determine the appropriate assistance, internally and externally.
 - Regular outreach to ACN members is conducted to gather feedback on relevant issues and communicate trends to ACN staff.
 - Manage and update ACN network communications.
 - Develop Technical Assistance guidance for clinic members on timely and relevant topics.

- Develop a Technical Assistance program based on member requests, trends, and strategic goals.
- Grows and maintains connections and collaborations with ACN ally members who provide technical assistance services to clinic members.
- Participates in conference-related activities, including attending the annual conference, pre-conference meetings, on-site support throughout the entire conference, and post-conference activities.
- Provides onsite support at ACN membership events, including the annual meeting, membership gatherings, board meetings, and staff meetings.
- Manage ongoing membership meetings on topics affecting abortion care at micro and macro levels.
- Represents ACN members and ACN in movement spaces. Attends related meetings, calls, and planning sessions as required. Travel and/or virtual.

Operations and Processes

- Develops, manages, and implements a yearly work plan for ACN's Technical Assistance (TA) Program that meets strategic program outcomes and goals.
- Maintain TA program systems with a centralized, transparent, defined process that centers ACN's mission, vision, and values.
- Responsible for managing ACN's Resource Library and tracking ACN's internally developed tools and resources for staff and members in a centralized index and external resources for TA staff referrals
- Responsible for managing implementation and reporting on program goals, which are monitored through program evaluation, tracking, and member follow-up.
- Works closely with staff within the ACN membership department and staff across the organization to ensure continuity of programming, referrals, strategic goals, and successful outcomes.

This is not an exhaustive list of duties, though these are the general tasks that comprise this job.

Skills and Qualifications:

- [A commitment to ACN values](#)
- A minimum of 3 years abortion clinic experience in a management role
- Comfort with digital communication (Zoom) and using remote work tools to move projects forward
- Proficiency in using a computer to perform work-related tasks. Familiarity with Google Suites, collaborative file storage systems, and work organization systems like Asana.
- Great written and oral meeting-based communication skills
- Reliable with swift response and communication time
- Strong project management, time management, and planning skills, with a demonstrated ability to take the initiative and drive projects forward independently
- A personal and professional commitment to ongoing development in anti-racist and equity-centered communication
- Previous experience working with independent abortion care providers preferred

Competencies & Assets desired for the role:

- Internal and external relationship management

- Excellent written and verbal communication
- Highly developed critical thinking and problem-solving skills
- Detail-oriented & organized
- Adaptability to new changes
- Ethical standards based in equity and justice
- Project/program management experience

We offer:

- Option to work remotely from any U.S. state or a progressive, hybrid office in Minneapolis
- Partial reimbursement of your cell phone/home internet bills
- A competitive salary and benefits package
- A commitment to developing accountable leadership
- Perks like every other Friday off, ombuds services, and staff appreciation events

Accessibility Info & Physical Requirements for the Minneapolis office:

- **Physical requirements include:** Whether fully remote or working from the Minneapolis office, long periods of sitting, working on a computer in chunks of time that can extend to 8-hour days, consistent communication via computer, driving/being transported for occasional travel
- If working in Minneapolis, our office is located in a building a few blocks from accessible public transportation
- This office has an entrance with no steps near free, accessible parking and an elevator. The office has an ADA-accessible bathroom

Application Info:

Please tell us more about your interest in the Technical Assistance Program Manager position and include a brief cover letter with your resume submission. Please send all application materials to info@abortioncarenetwork.org.

If you require accommodations for either applying or interviewing for this role, please contact ACN at info@abortioncarenetwork.org.

At Abortion Care Network, we believe that a diverse, equitable, and inclusive workplace makes us a more relevant, more creative, and more resilient organization. We encourage people from all backgrounds, ages, abilities, and experiences to apply. We are an equal opportunity employer. We do not discriminate on the basis of race, color, ancestry, religion, national origin, sexual orientation, age, citizenship, marital or family status, disability, gender, gender identity or expression, pregnancy or caregiver status, veteran status, or any

other legally protected status. We will ensure that individuals with disabilities are provided reasonable accommodations to participate in the job application and interview process, to perform essential job functions, and to receive other benefits and privileges of employment.

A Note to Potential Candidates:

Studies have shown that BIPOC, women, trans, non-binary folks are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description. We are committed to building a diverse and inclusive organization, and we are most interested in finding the best candidate for the job. That candidate may be one who comes from a background less traditional to our field of work, and that's okay. We would strongly encourage you to apply, even if you don't believe you meet every one of the qualifications described.