
PRO CHOICE SOUTH BEND



Volunteer Position
Open: March 1, 2017
Ongoing Recruitment

Board Description: Legislative Affairs Officer

Pro Choice South Bend operates a working board and does not employ paid staff. In addition to fiduciary and strategic decision-making duties, board members are expected to fulfill management and technical functions.

Objective: This position is responsible for monitoring legislation, analyzing government impact, and proactively researching policy.

Essential Functions:

- Coordinates legislative efforts with a primary focus on state and county levels
- Conducts research to meet and monitor policy goals
- Prepares action items, reports, and presentations to inform on legislative issues
- Assists Board Director in overseeing the communication and activities of Indiana Reproductive Justice Coalition
- Delivers statements to the press and public as a representative of Pro Choice South Bend
- Works with government officials, advocacy groups and citizens to further legislative goals
- Mentors and leads Political Action Team of volunteers

Competencies:

- Collaboration Skills.
- Responsiveness.



- Communication Proficiency.
- Project Management.
- Personal Effectiveness/Credibility.
- Leadership.
- Stress Management/Composure.
- Problem Solving/Analysis.
- Strategic Thinking.

Time Commitment: One year term of service. Attend and participate in monthly board meetings, workshops, trainings, events, and activities related to PCSB. Promote the mission and goals of PCSB in community happenings. Serve on committees to further the direct interest of PCSB or represent the organization in coalition. Maintain communications to keep apprised of PCSB needs.

Pro Choice South Bend is committed to inclusive membership and dedicated to diversity in our work. We do not discriminate in opportunities or practices on the basis of actual or perceived race, color, religion, national origin, sex (including pregnancy, childbirth or related medical conditions), age, marital status, sexual orientation, gender identity or expression, veteran status, uniform service member status, disability or any other characteristic protected by law. Women, people of color, including bilingual and bicultural individuals, LGBTQ persons, and people with disabilities are encouraged to apply.