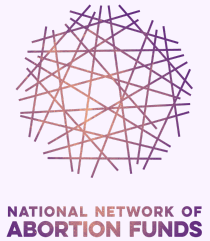


September 2021

Request For Applications: Summit Logistics Contractor 21-22

Summit 2022



Request for Applications Issued: October 13, 2021

Application Deadline: Monday, November 15, 2021, 11:59pm Pacific Standard Time.

Application Instructions: To apply, please upload your cover letter and resume [using this form](#).

Projected Start Date: January 31, 2021

Introduction:

The National Network of Abortion Funds is seeking a Logistics Contractor to support the planning and implementation of the bi-annual national conference for network members.

Background:

The National Network of Abortion Funds (NNAF) network is comprised of 80+ autonomous member abortion funds across the United States. NNAF builds power with members to remove financial and logistical barriers to abortion access by centering people who have abortions and organizing at the intersections of racial, economic and reproductive justice. Together with our members, we advocate for cultural and political change to ensure access for people who face the greatest obstacles to abortion access: people with lower incomes, people of color, young people, and transgender and gender nonconforming people.

This is a pivotal time for NNAF abortion funds as they are and have been crucial mutual aid networks for people seeking abortion care. Member funds work with each other regionally and across the country to coordinate financial and practical support to make abortion access a reality. Because this level of coordination requires trust, collaborative

relationships, and communication, NNAF has been working on facilitating deeper connections and building trust within funds, regionally and nationally. The National Organizing Summit provides a space for funds to come together as a network, provide peer-to-peer learning, collaborate, and have moments of joy and celebration with one another.

NNAF is currently planning the National Organizing Summit that brings our member funds from across the country together in August 2022. Our goal with this Summit is to continue to expand fund members' capacity, celebrate the hard work of funds during the pandemic, and support them through an ongoing political crisis to dismantle access to abortion.

Purpose:

The purpose of this Request for Applications is to solicit applications from people who are experienced in logistics, event and conference planning, and project management and who are enthusiastic about supporting the planning and implementation of an accessible, values-aligned, successful Summit. The Logistics Contractor will provide logistical and planning support to the Summit planning team.

Scope of Work:

Specifically, we are seeking a Logistics Contractor to provide the following services:

PROPOSED LOGISTICS CONTRACTOR RESPONSIBILITIES

1. Weekly remote check in meetings with the Regional and Network Membership Coordinator and bi-weekly remote check-in meetings with the Regional and Network Membership Manager, Coordinator, and Associate. During working hours, communicate regularly with the Regional and Network Membership team using NNAF virtual communication tools, such as Slack, Trello, video meetings, and email.

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2. Track progress of registration, update internal registration list consistently accounting for additional needs from fund members and staff, and follow up with fund members and staff as needed.
 3. Support with the communication and tracking of the fund member subsidy process.
 4. Monitor the rooming reservations, manage lodging for staff and board, and provide assistance when needed.
 5. Support with coordinating travel, accessibility services, staff and speaker supplies, and other miscellaneous Summit logistical needs.
 6. Provide on-site assistance and support during the National Organizing Summit for 6 days and 5 nights in August 2022. Follow NNAF on-site safety policies (to be determined; potential example: wear a mask indoors). Travel expenses such as flights, hotel, ground transportation, and per diem meals will be paid for by NNAF.
 7. Order supplies such as pronoun pins, t-shirts, and swag, and support in the distribution of these items.
 8. Consolidate and organize the on-site end-of-day feedback received from staff each day.
 9. Assist in the post-Summit process which includes debriefs, evaluations, reimbursement and expense processing, transcription of notes, etc.
 10. Coordinate the collection of fund member and staff profiles and compile information in a digital format to distribute and present at the National Organizing Summit (i.e. a digital program or slideshow).
 11. Other duties related to Summit logistics as assigned.

Qualifications & Requirements:

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1. Commitment to abortion access and full reproductive health care for all people; commitment to reproductive, social, economic, and racial justice.
 2. Experience as an abortion fund member and/or prior attendance at a National Organizing Summit preferred but not required.
 3. Excellent computer skills; familiarity with database and spreadsheet programs, Google Docs, internet savvy.
 4. Background in supporting, planning, and implementing events, gathering, and conferences of any size. Experience using frameworks such as language justice, community safety, inclusion of parents, and disability justice to increase accessibility is preferred but not required.
 5. Strong organizational skills and attention to detail, along with strong oral and written communication skills.
 6. Ability to prioritize, manage, and deliver on multiple projects simultaneously, and follow through on tasks and issues in a timely manner; demonstrated ability to work under tight deadlines.
 7. Excellent people skills, with experience collaborating in a multidisciplinary, diverse, and dynamic environment.
 8. Confidence with planning, problem solving, and unflappability when responding to changes; able to maintain flexibility and effectively manage ambiguity in a responsive work environment.
 9. Ability to work with diverse staff, board, and member funds with flexibility and compassion. Willingness to work with both national and local organizations to balance goals.
 10. Self-motivated, resourceful, and creative.

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11. Ability to use discretion when handling confidential information.

Contract Details + Compensation

- **Proposed Contract Start Date:** January 31st, 2022
- **Proposed Contract End Date:** August 31st, 2022
- **Estimated hours:** 15-20 hours/week. Applicants must be available to work most of these hours within NNAF's core hours: Monday–Thursday 12–5 PM EST.
- **Compensation:**
 - The contract position is paid hourly at the rate of \$25/hour. This contract position is not eligible for benefits.
 - It is expected that the total compensation for this contract will be \$12,000 - \$16,000 and will not exceed \$19,500.
- **Location:** This contract position is remote with a preference for applicants based in Chicago, IL.

Timeline:

- Proposal Released: October 13, 2021
- Proposals Due: November 15, 2021 at 5:00 pm EST
- Interviews: Late November - early December 2021
- Selection: Mid December - early January 2022
- Contract Start Date: January 31, 2022
- Contract End Date: August 31, 2022

Application Process and Procedures:

As an organization working in solidarity with the reproductive justice movement, NNAF is committed to fostering the leadership and elevating the voices of women, young people, people of color, Native people, immigrant and refugees, low-income people, LGBTQ+, and transgender, gender non-conforming, and non-binary people, people who have had abortions, people with disabilities, young parents, people who were formerly imprisoned,

people who have received funding for abortions, and people living in the many intersections of these experiences. We encourage people from these communities to apply.

We are interested in candidates who are dedicated to NNAF's mission and values. Please be sure to describe your commitment to NNAF's mission, as well as relevant experience and qualifications in your cover letter.

To apply, applicants must submit their resume and cover letter or statement of interest detailing their experience [using this form](#). The deadline to apply is November 15, 2021 at 11:59pm PST.