

**Call for Applications  
Administrative Associate  
New Reproductive Justice Project**

[The Bernard and Audre Rapoport Center for Human Rights and Justice](#), housed at the University of Texas at Austin School of Law, seeks applications for an Administrative Associate to provide detailed programmatic and administrative support for the Center, with a primary focus on a new reproductive justice project. The new project aims to ensure quality legal resources for people criminally charged or investigated in Texas based on pregnancy outcomes.

The Rapoport Center operates as a vibrant, interdisciplinary hub for social justice research, teaching, networking, and advocacy. Among its projects it houses the [Sissy Farenthold Fund for Peace and Social Justice](#), which focuses on reproductive and sexual rights, environmental and climate justice, and peace. The Center and Fund regularly convene workshops and public events that bring together academics and activists; engage in research and publication of scholarship and reports; and support faculty and student research, creative work, and advocacy. They also financially support and help coordinate internships and other opportunities around the world for UT students.

The Center encourages applicants with a demonstrated commitment to social and reproductive justice, understood to encompass issues of local and global inequality, including racial and gender justice.

### **Responsibilities**

- Assists with the coordination of the reproductive justice project, including by:
  - organizing logistics and publicity for trainings, speakers, conferences, meetings, and other events;
  - helping with the tracking of criminal and civil cases related to pregnancy outcomes;
  - retrieving and cataloguing legal documents to facilitate scholarly and legal research;
  - supporting communication with and outreach to legal service providers as well as to local, national, and international partners;

- helping create and organize public facing communications, including a resource website and newsletter for the project;
- facilitating interdisciplinary relationships and communication on issues related to reproductive justice, criminal justice, and surveillance across the UT campus.
- Supports Center Operations more broadly by:
  - helping develop and maintain the Center's multi-media websites and social media;
  - processing financial documents, vendor payments, internship stipends, travel authorizations and reimbursements, and purchase orders;
  - helping with logistics and publicity for other center activities and events;
  - other responsibilities and functions as assigned.

The position provides an annual salary of \$45,000 (depending on qualifications and experience), health insurance and other benefits, access to UT facilities, and office space at the Law School.

### **Required qualifications**

Bachelor's degree and one year of experience performing complex administrative functions. Demonstrated ability to work on multiple projects and priorities while maintaining a high level of accuracy and attention to detail. Excellent verbal, written, and interpersonal communication skills. Experience with Microsoft Office Suite. Equivalent combination of relevant education and experience may be substituted as appropriate.

### **Preferred qualifications**

Three years of administrative experience. Experience working in a legal or reproductive advocacy and access setting. Experience using CRM software and database management including Salesforce. Experience using Adobe Creative Suite, InDesign, or other graphic design software.

### **Applications**

Applications are accepted on a rolling basis until the position is filled. We hope to fill the position by February 1, 2023. Prospective applicants should apply via [the official job posting](#).

### **Contact**

For any questions, please contact Caroline Hahn at [carolinehahn@austin.utexas.edu](mailto:carolinehahn@austin.utexas.edu) or 512-232-4857.

*The Rapoport Center is an equal opportunity employer and actively recruits women, people of color, persons with disabilities, and persons with diverse gender and sexual identities.*