The Women’s Medical Fund
Center City, Philadelphia, PA

The Women’s Medical Fund is a small reproductive justice non-profit in Center City, Philadelphia working to protect and expand access to abortion through direct service activism and public education. WMF operates a Help Line that provides referrals and funding to women who want to terminate a pregnancy, but lack the funds to obtain a safe, legal abortion.

**Position Title:** Access Counselor (5 Openings)

The primary responsibility of the Access Counselor is to provide information, referrals, and funds to women and girls who call the WMF Help Line for financial and other assistance in order to obtain an abortion

**Specific Duties include:**

- Interview clients on the phone through a simple interview process and decide how much funding to provide each woman—providing information, referrals, financial assistance, and emotional support
- Documenting calls and entering data into the Client Database
- Daily administrative work as needed
- Potential work on other special projects as needed, including community outreach and education based on the needs of the organization and the specific interests and abilities of the student.

This position requires a candidate who possesses a strong commitment to reproductive justice and the ability to work and assist people from diverse backgrounds in a supportive and non-judgmental manner. Other requirements include attention to detail and flexibility; prefer some experience in peer counseling or reproductive rights desired, but not required.

This position requires an **8 - 12** hour per week commitment. Schedule is flexible, but hours must be worked between regular business hours (9am - 5pm), Monday through Friday. Access Counselors must be available for a minimum of shift of 5 consecutive hours per week.