

**Position:** Referral assistant - Consultancy

**Location:** Remote

**Contract Term:** until December 2023, renewable

Women First Digital (WFD) is a collection of online platforms providing information and counseling services for safe abortion, contraception and other sexual and reproductive health (SRH) issues. WFD is comprised of the following three websites:

1. [HowToUseAbortionPill.org](https://www.howtouseabortionpill.org) HowToUse is a one-stop global resource for safe abortion, providing simple instructions on how to use the medical abortion pills. HowToUse also provides a virtual assistant chatbot, abortion eLearning courses, country-specific abortion information, and is currently translated into 27 languages.
2. [safe2choose.org](https://www.safe2choose.org) safe2choose provides women all around the world with individualized support for abortion care so that they can have a safe abortion where, when and with whom they feel most comfortable. Our team of trained multilingual abortion counselors offer compassionate, person-centric abortion support, as well as referrals to local providers for in-clinic services, if desired.
3. [Findmymethod.org](https://www.findmymethod.org) Created in collaboration with Bedsider.org and partners around the world, findmymethod.org shares information on contraception that is easy to understand, comprehensive, inclusive, and globally representative.

**Overall Objective:** WFD is seeking a full-time Referral Assistant to support the expansion of safe2choose's Referral Database.

**The Position :**

- Create and maintain spreadsheets to track and organize referral information and check alignment with the database system and counseling platform;
- Upkeep country data up-to-date such as country profiles links; pills images and scam list;
- Facilitate the development of referral partnerships and networks by coordinating the registration process for new providers
- Follow up on new provider registrations and oversee the approval process
- Support the development of referral guidelines, protocols and flows to ensure quality and efficient counseling;
- Support with data analysis and report;
- Support and create IEC and content for providers to animate and promote safe2choose's global referral network;
- Coordinate communication collaborations with partners;
- Perform other duties as assigned.

**Qualifications & Skills**

- Previous experience working in global health, reproductive health including abortion, women's rights, or social justice is desirable;

- Good understanding of databases and demonstrated knowledge of Excel;
- Excellent time management, strong attention to details and problem-solving skills;
- Demonstrated strong organizational and interpersonal skills;
- Fluency in English and at least another language. Working knowledge of other languages is a plus (French, Spanish or Portuguese as priority);
- Ability and flexibility to work across various time-zones and with different cultural contexts;
- Independent access to a working computer, reliable connection to the Internet and spreadsheets processing software (MS Office Excel)

**Contract Type and Term:** This is a full-time consultancy position. This is a 7 months contract with possibility of extension. Salary is 1000 USD.

**Benefits and Compensation:** monthly salary (based on experience).

**Application Process:**

Please submit your application through [this link](#) by Monday 22nd, May.

Only shortlisted candidates will be contacted.