



PRETERM CLEVELAND POSITION DESCRIPTION

Organization: Preterm's mission is to advance reproductive health and justice by providing safe, respectful, and accessible abortion and sexual healthcare.

Abortion is essential to bodily autonomy and gender equity for all people. Providing abortions is a deeply caring and revolutionary act that is part of dismantling oppression and stigma. These are the values that guide Preterm's commitment to abortion care.

Job Title: Intake Specialist

Job Status: Full or part time, non-exempt

Job Description: Patient registration and intake. Process payments, verify insurance coverage, reconcile daily work, light bookkeeping, expedite patient flow.

General Requirements: Effective customer service skills required. Moderate level of analytical ability required to manage financial data. Commitment to reproductive justice and Preterm's mission.

Educational Requirements: Two years relevant work experience or education; basic computer skills necessary, Word/Excel helpful; must be eligible to become Notary Public.

Salary: starts at \$15/hour

Benefits: benefits for staff working 28 hours or more a week include paid time off, group health insurance, short-term and long-term disability insurance, and a retirement plan.

Application Instructions: Please send cover letter and resume to Samara Knox at sknox@preterm.org.

Preterm is an equal opportunity employer and does not discriminate against any individual based on non-merit factors. We encourage people of color; Native people; immigrants and refugees; LGBTQ+, transgender, gender non-conforming, and nonbinary people; people who have had abortions; people with disabilities; and people who were formerly imprisoned to apply for open positions at Preterm.