

MAAP Program Manager Position Description

About MAAP

[Montana Abortion Access Program](#) (MAAP) protects and fosters reproductive autonomy by providing financial, logistical, and emotional support to Montanans and people traveling to Montana for abortion care. We work closely with all six abortion clinics across the state, as well as with clinics throughout our region, to help cover the cost of abortion care and related travel expenses such as gas, lodging, and food.

In recent years, MAAP has experienced a dramatic increase in requests for support as more Montanans lose Medicaid coverage and the cost of living continues to rise. Founded in 2009, MAAP operated as a volunteer-run organization until 2023. Today, we have one full-time staff member, our Executive Director, supported by a volunteer board, specialized contractors, and student fellows. With rapid growth in both client needs and programming, we are excited to hire a Program Manager to help strengthen and expand our direct service and volunteer programs.

About the Role

The Program Manager will be responsible for overseeing MAAP's client care program and ensuring that people seeking abortion care in Montana receive high-quality, timely, and compassionate support. They will supervise a practicum student and collaborate with the Executive Director to build a volunteer program to expand the support we offer to clients. They will also oversee MAAP's Reproductive Care Kit Program, which provides free sexual and reproductive health supplies by mail to Montanans. As part of a small team, this position requires adaptability, initiative, and a willingness to grow alongside the organization.

Roles and Responsibilities

Responsibilities of this position may include, but are not limited to:

- Supervising a part-time Master's of Social Work graduate student who provides client care support
- Overseeing the client care program
- Providing direct client support as needed
- Monitoring and managing the client care budget
- Maintaining and improving documentation on client care processes, compliance, and reporting
- Creation and management of a volunteer program, including volunteer vetting, training, onboarding, and management
- Managing the Reproductive Care Kit Program, including the weekly mailing of kits, as well as the improvement of processes and reporting
- Building and maintaining partnerships with clinics, abortion funds, and community organizations
- Representing MAAP at coalition meetings
- Supporting MAAP's events and community outreach

Qualifications

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. If you are interested in applying, we encourage you to think broadly about your background and qualifications for the role.

- Deep commitment to MAAP's mission and values
- Strong interest in reproductive justice and abortion access
- At least 2 years of case management or direct service experience working alongside marginalized and under-resourced communities, with a demonstrated commitment to equity and client-centered care
- At least 2 years of volunteer management or community organizing experience
- Experience with program creation and management strongly preferred
- Commitment to cultural humility, equity, and anti-oppressive practices, and the ability to support clients and colleagues from diverse communities
- Excellent communication, presentation, and interpersonal skills
- Ability to work both independently and collaboratively
- Strong organizational and multitasking skills
- Comfort working remotely in a fast-growing organization

Logistics

Location: Remote within Montana. Candidates based in other states must be willing to relocate to Montana within three months of the start date. Occasional travel may be necessary at the organization's expense. Applicants must have reliable access to a vehicle.

Compensation: To support equitable and transparent compensation practices, this position offers a non-negotiable starting salary of \$65,000.

Benefits: We provide health insurance, generous PTO, paid holidays, and a stipend for phone and internet. We are committed to professional growth and invest in professional development.

MAAP is committed to building a team that reflects the communities we serve. We strongly encourage applications from people who have been historically marginalized and underrepresented in nonprofit and reproductive health leadership, including Black, Indigenous, and people of color; LGBTQ+ people; people with disabilities; people with lived experience accessing abortion care; and people from rural and low-income communities. All applications are treated confidentially.

MAAP is an equal opportunity employer. We do not discriminate on the basis of race, color, ethnicity, national origin, religion, age, disability, sex, sexual orientation, gender identity or expression, marital status, or any other protected status under applicable law.



Applicants with Disabilities: Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing to info@mtabortion.org to request reasonable accommodation at the time of application.

How to Apply

Interested candidates should email their resume and cover letter to info@mtabortion.org with the subject line "Program Manager Application." Applications will be accepted on a rolling basis, with a preference given to applications received by March 18, 2026.

The cover letter should address your interest and/or experience with abortion access, as well as the experience and skills you would bring to MAAP. If you have any questions, feel free to send them to info@mtabortion.org.

The interview process will include a phone screen with the Executive Director, an interview with a hiring committee composed of staff and board members, and reference checks for the finalist. The anticipated start date for this position is May 11, 2026.