



Position Announcement  
**Economic Opportunity Fellow (Fall 2024 - Spring 2025)**  
July 2024

**Organizational Information:**

At Every Texan, we envision a Texas where people of all backgrounds can contribute to and share in the prosperity of our state. Unfortunately, not all Texans can access the conditions they need to thrive. We believe one of the most effective ways to advance social justice is to strengthen public policy. We are deeply committed to policy solutions that advance racial, ethnic, and gender equity, expanding opportunity *for every Texan*. This commitment is ongoing and represents our desire to create and nurture an organizational culture that espouses anti-racism, equity and belonging for all. We also listen to the voices of Black, Brown, Indigenous and People of Color (BIPOC) communities to catalyze equitable outcomes for all, and we recognize, value, and uplift the dignity and humanity of all our staff and fellows within our organization. We believe that living out our values as an anti-racist organization is critical to our mission. We stand against all forms of oppression, including transphobia, classism, sexism, ableism, and xenophobia. You can learn more about our work at [everytexan.org](http://everytexan.org).

Every Texan is an equal opportunity employer committed to inclusive hiring and dedicated to diversity in our work and staff. We do not discriminate in employment opportunities or practices based on actual or perceived race, color, religion, national origin, sex, age, marital status, sexual orientation, gender identity or expression, pregnancy, childbirth or related medical conditions, veteran status, uniform service member status, disability, or any other characteristic protected by law. Women, people of color (including multilingual and multicultural individuals), LGBTQ+ persons, and people with disabilities are encouraged to apply. Every Texan is a proudly unionized workplace.

**Position Summary:**

The Economic Opportunity (EO) Team leads Every Texan's work on public and higher education as well as building worker power in the state. With a focus on equitable funding for K-12 and public institutions of higher education, the EO Team works collaboratively to advance proactive, people-centered policies at the Texas Legislature. High-quality public and higher education systems rely on high-quality public workers to educate and serve constantly growing student populations. Every Texan's focus on empowering public workers is essential to our goal of ensuring all students have access to quality, honest, and safe high school education and world-class postsecondary opportunities. The EO Team works toward Every Texan's goal that every child is provided the resources necessary for a dignified job, a successful career, and a healthy future.

The fellow will support the higher education policy portfolio and execute duties related to policy advocacy for the 89th Texas Legislature. The fellow will participate in team and organizational meetings as well as PACE and TLEEC coalition workgroups. The fellow will support team, organizational, and coalition efforts by helping to identify, track, and analyze bills as they are filed throughout the legislative process.



### Roles and Responsibilities:

- Attending PACE and TLEEC coalition meetings and workgroup sessions.
- Assist in developing legislative advocacy strategy and implementation plans for the higher education policy portfolio, specifically as they relate to the PACE and TLEEC coalitions.
- Actively participate in legislative advocacy, including regular attendance at committee hearings, support for staff briefings, and testimony as needed.
- Support EO campaigns and projects related to higher education and other policy issues as needed.
- Provide general support for the EO Team and Every Texan policy staff.
- Attend legislative and Policy Team meetings.
- Participate in Policy Leaders of Texas meetings and attend learning opportunities as scheduled.

The fellow will have the opportunity to work with and learn from Every Texan staff members who oversee various policy, development, and communications activities, and acquire an understanding of how a nonprofit policy organization works. The fellow may also have the opportunity to engage with Every Texan staff in support of their policy advocacy and research projects. As Every Texan does not employ any dedicated clerical staff, fellows (and policy staff alike) are expected to do their own clerical work and on occasion help out with team preparations for events.

### Required Qualifications:

Every Texan fellows must be a current undergraduate at a higher education institution or graduate student.

- Fellows must be based in Texas.
- This fellowship is open to international students with temporary employment authorization.
- **Commitment to social justice and racial equity.** You believe that improving outcomes for all Texans requires local and state policies that correct injustices and promote equity.
- **Demonstrated interest in the legislative process.** You have experience developing and/or executing advocacy strategy, and you enjoy working collaboratively with diverse stakeholders..
- **Ability to juggle a wide range of tasks across multiple projects.** You can multitask effectively.
- **Ability to communicate clearly.** You are able to synthesize complex ideas concisely.
- **Self Starter.** You pay attention to team needs and anticipate helpful contributions.

### Compensation:

This position is funded at \$15/hour for up to 20 hours per week. As temporary employees, fellows are entitled to Every Texan's paid holidays if a holiday falls on a day they would otherwise have worked and accrue sick leave based on hours worked. Fellows are not entitled to any other employee benefits, including vacation leave, health and life insurance, and employer-sponsored pension. Fellows will be paid in accordance with Every Texan's normal payroll practices and be subject to the usual, required withholding.

### Status:



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- Part-time (up to 20 hours per week)
- This position is eligible for remote work for Texas-based students, though ability to work from Austin is preferred.

**Compensation:** This position is funded at **\$15/hour** for up to 20 hours per week and has a target start date of **Fall 2024**. Every Texan offers excellent benefits, including health insurance, dental insurance, life and long-term disability insurance, retirement contributions, and generous vacation, leave, and holidays.

**To apply:** Please email (subject line: **Economic Opportunity Fellowship**) a cover letter, writing sample, and resume to [apply@everytexan.org](mailto:apply@everytexan.org) by **July 26, 2024**. If you are applying to more than one of our open fellowship positions, please send one application email to the contacts for each position and indicate that in your cover letter. You will not be penalized or prioritized for applying to more than one position. The cover letter should describe your interest in the position and include an explanation of your connection to our mission, how your experience meets the minimum qualifications, and how you are prepared for the responsibilities outlined in the job description. Your writing sample should show that you can write about complex content in a way that is targeted to readers who do not know about the topic (i.e., simple, clear, concise). Please email applications with attachments in Microsoft Word or PDF format only. We do not accept phone inquiries regarding the position. Applications will be reviewed on a rolling basis. Thank you!

***Every Texan is an Equal Opportunity Employer***