



Position Announcement  
**Legislative and Policy 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](https://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 Legislative and Policy Team works with multiple stakeholders to turn our detailed research and policy analysis into a comprehensive legislative and policy agenda that aims to make Texas the best state for hard-working people and their families. You'll join a team of policy experts to learn the ins and outs of policymaking in Texas.

This paid fellowship is a unique opportunity to gain experience in legislative advocacy and strategy from the perspective of a multi-issue public policy organization. The fellow will work with the Chief of Legislative Affairs to advance Every Texan's policy objectives at the state, local, and federal levels. The ideal fellow is proactive, energetic, flexible, and strategic. Applicants should have strong writing and research abilities, solid time management, organizational skills, and a passion for public policy.

**Roles and Responsibilities:**



## EVERY TEXAN

- Assist in developing long- and short-term legislative advocacy strategy and implementation plans.
- Maintain Every Texan's legislative calendar and help coordinate internal and external meetings, briefings, and events.
- Support Every Texan's campaigns and projects on health care coverage, tax policy, and other issues as needed.
- Provide general support for the Legislative and Policy Team and Every Texan policy staff.
- Administrative support of the Chief of Legislative Affairs for legislative and policy meetings. Duties include sending out reminders, keeping notes, and assisting with scheduling.
- Assist in drafting and proofreading monthly legislative newsletters.
- Execute legal research, including updating Lege and Policy teams on relevant litigation related to our policy areas.
- Distribute products at the Capitol as needed.
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- Attend various coalition meetings as schedule permits.
- Attend weekly calls with our Community Engagement Coordinator to learn more about policy advocacy.
- Assist in the creation of a policy agenda.

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.

### 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:**

- 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** 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: **Legislative & Policy 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.***