



Health & Food Justice Project Assistant

October 2024

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.

We are committed to focused and sustained action to dismantle racist systems, policies, practices, and ideologies. 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, fellows, and interns 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 www.everytexan.org.

Every Texan is an equal opportunity employer committed to inclusive hiring and 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, proudly, a unionized workplace.

Position Summary

The Project Assistant will coordinate and manage aspects of our Health and Food Justice work that brings together groups from across the state to advocate for equitable public policies that enable all Texans to access and afford the healthcare and food they deserve. This is an ideal role for an organized, collaborative individual who is passionate about progressive public policy and would enjoy building relationships with individuals and organizations across Texas committed to social justice.

Roles and Responsibilities

- **Coalition Development and Support:** The Project Assistant will support the work of multiple Health and Food Justice coalitions, including Cover Texas Now and the Texas Food Policy Roundtable, including:

- Ensuring strong coalition meetings by preparing meeting agendas, coordinating meeting times, ensuring robust attendance, providing for translation and interpretation services, and note taking during meetings.
- Disseminating our work by updating and maintaining coalition websites, supporting the development of press releases, and other communication activities.
- Providing follow-up support for agreed-upon activities by managing timelines and next steps across partners.
- Maintaining accurate contact lists.
- Drafting communications to keep coalition partners abreast of relevant legislative developments during the legislative session.
- **Team Coordination:** The Project Assistant will coordinate the internal activities of the 4-person Health and Food Justice team, helping to ensure strong coordination and collaboration within the team and across teams at Every Texan, including:
 - Planning agendas for team meetings and attending and taking notes.
 - Managing timelines and action items for key activities including event support and follow up.
 - Liaising with other teams at Every Texan to support communications, research and policy goals.

Required Qualifications, Skills, and Abilities

- Two years of paid or volunteer experience managing projects and administrative activities.
- Comfort with Microsoft applications, including Outlook, Word, and PowerPoint, as well as applications like Zoom and Doodle.
- Highly collaborative and organized with strong attention to detail.
- Commitment to Every Texan’s mission of strengthening public policy to expand opportunity and equity for Texans of all backgrounds.

Status

- Part time
- Temporary

This is a fully remote position. To enable successful remote work, candidates will need to have reliable internet access.

Compensation

This position is for 10-15 hours a week through Dec. 31, 2024 with the possibility of extending through March 31, 2025. Compensation is set at \$30/hour.

To Apply

Please email (subject line: HFJ Project Assistant) your resume and cover letter (optional) to apply@everytexan.org by Nov. 15, 2024. Applications will be screened on a rolling basis.

Please email applications with attachments in Microsoft Word or PDF format only. We do not accept phone inquiries regarding the position. Thank you!

Every Texan is an Equal Opportunity Employer