



## POSITION DESCRIPTION

### Higher Education & Budget Policy Fellow

(Summer - Fall 2026)

#### About Every Texan

Every Texan believes that social justice requires public policy. Since its founding in 1985, Every Texan (formerly the Center for Public Policy Priorities) has leveraged public policy to expand opportunity and equity for Texans of all backgrounds.

Even though our state has enough resources for everyone to thrive, too many Texans can't access the conditions they need to do so. That's where we come in. We research, analyze, and advocate for public policies to achieve equitable access to quality health care, food security, education, and good jobs.

#### About the Role

The **Higher Education & Budget Policy Fellow** supports Every Texan's work to advance equitable education and fiscal policies that ensure all Texans are healthy, receive a high-quality education, and have financial security. Working across public and higher education policy, as well as tax and budget advocacy, this role helps advance proactive, people-centered policies during the legislative process with a focus on equitable school funding, accessible higher education opportunities, and inclusive state investments. The fellow will collaborate with coalition partners, partner organizations, and community advocates to design and support policy initiatives that strengthen public institutions, support students, and expand opportunity for Texans from historically underrepresented backgrounds and low-income communities.

In preparation for the 90th Texas Legislative Session, the fellow will identify, track, and analyze legislation related to education, state funding, and tax and budget priorities. Reporting to the Legislative & Government Affairs and Policy teams, the fellow will gain exposure to a broad range of education and fiscal policy priorities that ensure every Texas child and family has access to quality education, economic opportunity, and a healthy future.

#### Essential Duties & Responsibilities



- Attend Texas Postsecondary Advocates Coalition for Equity (PACE) and Texas Legislative Education Equity Coalition (TLEEC) meetings and workgroup sessions
- Attend higher education interim hearings and report out
- Attend Legislative Budget Board hearings as assigned by Legislative & Government Affairs and Policy teams
- Assist in designing 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 Every Texan campaigns and projects related to higher education and other policy issues, as needed
- Provide general and administrative support for the Every Texan policy staff
- Attend internal team meetings as needed
- Participate in Policy Leaders of Texas meetings and attend learning opportunities as scheduled
- Work with and learn from Every Texan staff members who oversee various policy, development, and communications activities, and gain an understanding of how a nonprofit policy organization works
- 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;
- be based in Texas;
- provide documentation of temporary employment authorization if they are international students;
- demonstrate a strong commitment to advancing equity and expanding opportunity;
- demonstrate experience in policy advocacy;
- have the ability to work independently, stay self-motivated, and solve problems proactively;
- demonstrate strong public speaking skills, including the ability to present complex data to varied audiences;
- exercise analytical and critical thinking skills, along with curiosity and initiative;
- exercise excellent organizational and time management skills, with strong attention to detail and the ability to manage multiple priorities and deadlines;



- value teamwork, bring solutions to the table, and help everyone on the team succeed.

## Working Conditions & Physical Requirements

- This role is primarily remote, with periodic in-person meetings in the Austin metropolitan area. Candidates must be able to travel for meetings as needed.
- The position involves extended periods of computer-based work, participation in virtual and in-person meetings, and regular communication (both verbal and written).
- Occasional lifting or transporting of materials (up to approximately 25 pounds).
- We recognize that there are many ways to successfully perform this work. If you are excited about this role but your experience or abilities don't match every listed expectation exactly, we encourage you to apply. Every Texan is committed to providing reasonable accommodation and creating an inclusive environment where all employees can thrive.

## Compensation & Benefits

- **Temporary employment**
- **Hourly rate: \$16 per hour up to 20 hours per week for 24 weeks, concluding by December 2026**
- **Not eligible for union membership**
- **Not eligible for employee benefits, except holiday pay when work schedule falls on a holiday**

## How to Apply

Email your resume and a comprehensive cover letter to [apply@everytexan.org](mailto:apply@everytexan.org) with **Higher Education & Budget Policy Fellowship** in the subject line. Applications are reviewed on a rolling basis until the position is filled.

Every Texan is an equal opportunity employer.

Qualified applicants are encouraged to apply regardless of 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, LGBTQ or any other characteristic protected by law.



If you require assistance or reasonable accommodation during the application or interview process, please contact HR at [apply@everytexan.org](mailto:apply@everytexan.org).