



## Advocacy Fellowship Job Description

**ABOUT US:** The Austin/Travis County Reentry Roundtable is a coalition of criminal justice system leaders, service providers, advocates, and formerly incarcerated persons who work to promote effective reentry and reintegration of formerly incarcerated persons and individuals with criminal histories in Travis County. The Roundtable is composed of a Planning Council, which serves as the board; the Reentry Advocacy Project (RAP), which is a council comprised of formerly incarcerated individuals and reentry stakeholders that informs the ongoing work of the Roundtable; and work groups focused on key strategic areas related to reentry: community engagement; navigation and diversion; and collateral consequences. Please visit our website at [www.reentryroundtable.net](http://www.reentryroundtable.net) to learn more.

**JOB DESCRIPTION:** The Roundtable created the Advocacy Fellowship in 2015 to enhance the capacity of the organization while also developing the Fellows' leadership and professional skills by providing mentorship and career-building opportunities. The Advocacy Fellowship Program is designed to support individuals with significant lived experience navigating the criminal justice system and reentering the community in becoming competent and professional advocates for criminal justice system-involved individuals. While the Advocacy Fellow will be mentored by Roundtable Planning Council members, the Executive Committee, and contracted staff to develop his/her leadership skills, this unique opportunity requires the ability to work autonomously in order to complete tasks by the required deadlines with minimal supervision.

### **JOB RESPONSIBILITIES:**

1. Administrative: Meet monthly with the Executive Committee to collaborate in drafting agendas for Planning Council and RAP meetings and review progress on meeting deliverables for the Reentry Roundtable's contracts.
2. Communications: Assist the Executive Committee with emails, social media, and other communications.
3. Planning & Coordination: Support the Roundtable and RAP meetings and participate in other identified community initiatives to support effective reentry.
4. Advocacy & Policy Support: Identify issues before legislative groups (i.e., Travis County, City of Austin, Texas Legislature) affecting formerly incarcerated individuals and coordinate and connect with Roundtable and RAP stakeholders to promote advocacy opportunities.

### **JOB CRITERIA:**

- Job Type: Independent contractor position
- Hours: 20 hours/week
- Compensation: \$20/hour (\$20,800 annually)

**Position Requirements:**

- Personal qualities that include commitment to the Reentry Roundtable's mission, passionate, high performer, innovative, open, respectful, team-player, collaborative, and the ability to inspire and motivate
- Ability to work independently and juggle different tasks/projects concurrently
- Excellent and effective communication skills (oral, written, listening)
- Demonstrated basic digital literacy skills including proficiency with Microsoft Office and web-based applications
- Valid Texas driver license and reliable transportation
- Chosen candidate should be prepared to present his or her self professionally in speech and dress

**Preferred Qualifications:**

- Significant lived experience navigating the criminal justice system and reentering the community
- Advocacy experience
- Experience with e-newsletter systems (e.g. Mailchimp)
- Experience managing organizational social media accounts

**Additional Job Information:** The Advocacy Fellow will be asked to attend Executive Committee meetings, RAP meetings, work group meetings, and other community meetings as necessary. Some evening and weekend meetings will be required (approximately 3-5 hours per month). The Roundtable will provide the Fellow with a laptop computer as well as a coworking membership in order to provide office and meeting space and access to a printer, as well as other professional development and networking opportunities. The Fellow will be reimbursed for costs incurred related to the Fellowship, such as cell phone expenses, office supplies, and food for meetings.

**APPLICATION INSTRUCTIONS:** Please send all of the following items addressed to the Fellowship Selection Committee to [laylee@woollardnichols.com](mailto:laylee@woollardnichols.com):

1. Cover letter that includes why you are interested in this position and your experience navigating the criminal justice system and reentering the community
2. Resume
3. Three references (at least one professional reference required)

**APPLICATION DEADLINE:** September 14<sup>th</sup>, 2018