



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 to learn more about us.

JOB DESCRIPTION: The Reentry Roundtable is continuing an Advocacy Fellowship Program for individuals with lived experience navigating the criminal justice system and reentering the community. The Advocacy Fellow will be mentored by a Senior Advocacy Fellow, Planning Council members, the Executive Committee, and contracted staff to develop his/her leadership skills and become a competent and professional advocate for criminal justice system-involved individuals.

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 Roundtable work groups 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 Planning Council members, work groups, and RAP members to promote advocacy opportunities.

JOB CRITERIA:

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

JOB EXPECTATIONS

- **Applicants should be passionate about promoting effective reentry and reintegration in our community**
- **Computer proficient including Microsoft Office (Word, Powerpoint, Excel)**
- Experience with advocacy preferred

Email: austinreentryroundtable@gmail.com

Website: www.reentryroundtable.net



- **Excellent and effective communication skills (oral, written, listening)**
- **Demonstrated ability to juggle different tasks/projects concurrently**
- 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
- Individuals with lived experience navigating the criminal justice system and reentering the community preferred
- Chosen candidate should be prepared to present his or her self professionally in speech and dress

Additional Job Information: If needed, the Roundtable can assist in securing office space for the Fellows to work from, although additional work may be conducted remotely. The Advocacy Fellow will be asked to attend Executive Committee meetings, RAP meetings, issue area group meetings, and other meetings as necessary. The Reentry Roundtable will provide a computer, printer, and necessary office supplies for the Fellow.

APPLICATION INSTRUCTIONS: Please send the following addressed to the Fellowship Selection Committee austinreentryroundtable@gmail.com:

1. Resume
2. Cover letter that includes why you are interested in this position and your experience with reentry
3. Three references (may be personal or professional; at least one professional reference preferred)

APPLICATION DEADLINE: January 12, 2018