



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; an XOffenders' Council, which is a council comprised of formerly incarcerated individuals and reentry stakeholders that informs the ongoing work of the Roundtable; and three Issue Area Groups focused on our key strategic areas related to reentry: housing, employment, and behavioral health services. See the attached organization structure chart and visit our website at <http://www.reentryroundtable.net/> to learn more about us.

JOB DESCRIPTION: The Reentry Roundtable is launching 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 Planning Council members, the Executive Committee, and contracted staff to develop their 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 XOffenders' Council meetings and review progress on meeting deliverables for the Roundtable's contracts.
2. **Communications:** Assist the Executive Committee with emails, social media, and other communications.
3. **Planning & Coordination:** Check in monthly by phone or in-person meetings with each Issue Area Group leader to assess progress on the action plan and involvement with advocacy opportunities.
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, Issue Area Groups, and XOffenders' Council members to advocacy opportunities.
5. **Event Planning:** Plan and implement a communications/public speaking training for XOffenders' Council members.

JOB CRITERIA:

- **Job Type:** Independent contractor position
- **Hours:** 20 hours/week
- **Compensation:** \$20/hour
- **Fellowship Term:** February-December 2016
- **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
 - Excellent and effective communication skills (oral, written, listening)
 - Demonstrated ability to juggle different tasks/projects concurrently

Email: sdpworthington@gmail.com

Website: www.reentryroundtable.net



- 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:** The majority of work will be conducted remotely, but the Advocacy Fellow will be asked to attend Executive Committee meetings, XOffenders' Council 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. The Fellow will work in coordination with contract staff.

APPLICATION INSTRUCTIONS: Please send the following to the Roundtable Chair Sarah Worthington at sdpworthington@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 8, 2016