

Texas Parent to Parent Policy Fellow Job Description

Job Title: Developmental Disabilities Policy Fellow

Reports To: Lead Public Policy Specialist

Status: New, Full-time

Starting Salary: \$2,600/month (Based on annual salary of \$31,200 + benefits)

Duration: This position is grant funded through Jan. 31, 2021. Second year is contingent on continued grant funding.

About TxP2P: Texas Parent to Parent is a 501(c)3 non-profit organization with a mission to improve the lives of Texas children who have disabilities, chronic illness, and/or special health care needs. For more information, please visit <https://www.txp2p.org/about/about-us>.

Overview: The Developmental Disabilities Policy Fellow is a unique opportunity for the right individual interested in making the state a better place for people with developmental disabilities.

Under the direction and mentorship of TxP2P's Public Policy Specialist, the Fellow will engage in a variety of professional developmental activities, acquire a sound knowledge of public policy, and work in one of Texas' largest cross-disability advocacy organizations. The individual will have significant professional responsibilities and will contribute meaningfully to our mission, while developing the skills and experience needed to work effectively at the state and community levels.

Duties: Build a deep understanding of policy regarding Texas families with developmental disabilities. Become adept at working with and training self-advocates with diverse disabilities and backgrounds, and their families. Develop the requisite knowledge, skills, and abilities to become an effective member or active supporter of the developmental disability and cross-disability communities.

- Choose an area of focus to affect public policy in that area.
- Assist/conduct trainings with self-advocates, families on advocacy and public policy
- Work closely with TxP2P advocacy team, self-advocates and partners on issues related to developmental disabilities (DD) in preparation for the upcoming Legislative Session
- Analyze data and track legislation
- Acquire a thorough understanding on what constitutes the lobbyist registration requirements of the Texas Ethics Commission and commit to not engaging in those activities
- Assist self-advocates/families to engage with policymakers
- Create materials to educate the public and policymakers on policy issues
- Actively participate in self-advocate and family ad hoc policy groups, perform duties as assigned
- Support TxP2P Team members in state advisory groups
- Support TxP2P conference and rally days
- Write reports as assigned and give oral reports at staff meetings and TxP2P Board meetings
- Occasional regional travel
- Comply with TxP2P's policies and procedures

Financial support for the TxP2P Parent to Parent Policy Fellow grant is provided by Texas Council for Developmental Disabilities with Federal funds made available by the United States Department of Health and Human Services, Administration on Disabilities. *\$77,500 75% DD funds; \$31,021 25% non-federal resources.*

- Actively participate in professional development opportunities, including external trainings and the Hogg Foundation Policy Academy
- Communicate with funders as outlined in funding agreements, including written reports
- Coordinate with funder's staff on attending meetings of the Texas Council for Developmental Disabilities as requested

Qualifications:

- Commitment to TCDD's stated principles of full inclusion of people with disabilities, self-advocacy and self-determination <https://tcdd.texas.gov/about/mission-and-guiding-principles/> and <https://tcdd.texas.gov/public-policy/position-statements/>
- One or more of the following: At least a bachelor's degree in public policy, political science, social work, sociology or other related field OR already employed in public service sector wanting enrichment or advancement through a hands-on policy experience within a policy-focused environment OR a self-advocate, parent or sibling of a person with a disability with demonstrated significant knowledge in public policy advocacy and lived experience of disability.
- Excellent written and communication skills
- Excellent interpersonal, time management, problem solving and organizational skills
- Strong research skills
- Ability to collaborate with others in a team situation
- Strong working knowledge of Microsoft Office Suite
- Detailed oriented
- Must commit to working full-time in Austin, Texas for the duration of the project.
- Ability to occasionally work late during the Spring 2021 Legislative Session, for a hearing that the Policy Fellow plans to orally testify in.
- Must have access to reliable transportation, as daily work involves travel between office, Texas Capitol, various state agencies, and various non-profits.
- Career interest in long term public policy work in broad areas of disability

Compensation: \$2,600/month (Based on annual salary of \$31,200). TxP2P offers excellent benefits, free-onsite parking, paid vacation, and holidays.

Submittal Instructions: Email a cover letter, resume, and two references to Public Policy Specialist Amy Litzinger at advocacy@TxP2P.org, subject line "TxP2P Policy Fellow Position." The cover letter should describe your interest in the position and include a detailed explanation of how your experience meets the qualifications and prepares you for the responsibilities outlined in the job description. This posting will remain open until the position is filled.

TxP2P hiring practices include: • compliance with Title VI of the Civil Rights Act of 1964 (P.L. 88-352); • compliance with the Americans with Disabilities Act of 1990 (P.L. 101-336) • taking affirmative action to employ, and advance in employment, qualified individuals with disabilities on the same terms and conditions required with respect to the employment of such individuals by the provisions of the Rehabilitation Act of 1973; • following Equal Opportunity Employment (EEOC) guidelines.

Persons with disabilities are strongly encouraged to apply

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