



**Legislative Affairs Contractor  
Austin, Texas**

**Texas Equal Access Fund (TEA Fund) and Lilith Fund** are seeking a temporary Legislative Affairs Contractor to work an estimated 10-15 hours per week and serve as a key lobbyist for TEA Fund and Lilith Fund with the Texas State Legislature. The Contractor will interact directly with state legislative offices and stakeholders, primarily focusing on the filing and passage of legislation regarding state coverage of abortion and monitoring of legislative session to identify and leverage opportunities to promote coverage of abortion in public and private health benefit plans. This role will collaborate extensively with TEA Fund, Lilith Fund, and key partners on legislative activities related to abortion coverage, along with similar policy initiatives included in the TEA and Lilith Fund's advocacy agenda. This position will exist in the months leading up to the 2019 Texas legislative session and will span through the end of session (November 7, 2018 - May 27, 2019). The position pays a rate of \$2,000 per month.

**About TEA Fund and Lilith Fund**

The Texas Equal Access Fund (TEA Fund) provides funding to low-income people in the northern region of Texas who are seeking abortion and cannot afford it, while simultaneously working to end barriers to abortion access through community education and shifting the current culture. Lilith Fund provides direct financial assistance to people seeking abortion in the central and southern regions of Texas and advocates for change through the movement for reproductive justice.

**As the Legislative Affairs Contractor, you will:**

- Work to advance the TEA and Lilith Fund's policy agenda, specifically the filing of an abortion coverage bill, through extensive contact with the state legislative offices and stakeholders
- Cultivate new legislative champions for abortion access, especially amongst people of color, LGBTQIA, and immigrant legislators
- Enhance the effectiveness TEA and Lilith Fund's abortion access agenda lobbying efforts by establishing and maintaining visibility in the state Capitol, developing and maintaining relationships, and gathering information and legislative intelligence

- Assist TEA and Lilith Fund leadership with developing lobbying strategy for the 2019 Texas legislative session and represent our position before members of the state legislature and their staffs
- Participate in legislative coalitions and provide strategic input to help improve their efforts
- Provide input for the creation of campaigns as needed

**Qualifications:**

- Minimum three years or two legislative sessions of professional experience as a Legislative Director, Legislative Assistant, or similar
- Excellent communications skills, both oral and written, with strong persuasive and intellectual ability
- Thorough understanding of the state legislative process and state legislative procedures, as well as existing relationships at the Texas state Capitol
- Exceptional political savvy and solid knowledge of the legislative and regulatory processes
- Strong floor strategy for filing amendments, points of order, and creating back mic Q&A and talking points for members
- Ability to plan, think independently and adapt to the needs of a fast-paced environment that is hostile to abortion rights
- Ability to handle multiple tasks simultaneously and independently follow through on assignments
- Ability to handle pressure in a goal and deadline driven environment
- Ability to build relationships with elected officials and staff
- Ability to communicate/develop values-based messaging and talking points in support of abortion access
- Ability to serve as a spokesperson for Lilith Fund and TEA Fund if needed
- Proven commitment to reproductive health, rights, and/or justice

**Required skills:**

- Public speaking
- Communication Proficiency
- Time Management
- Collaboration Skills
- Personal Effectiveness and Credibility
- Flexibility
- Technical Capacity (Texas legislative bill and meeting tracking system)
- Social media knowledge
- Stress Management and Composure

**How to apply**

Submit a your resume and a 1-page cover letter, as attachments, via email to [jobs@teafund.org](mailto:jobs@teafund.org), with the subject line "Legislative Affairs Contractor, [your name]".