



Legislative Coordinator (Temporary Contractor) Austin, Texas (preferred)

Texas Equal Access Fund (TEA Fund), Frontera Fund, and Lilith Fund (the hiring organizations) are seeking a temporary, contracted Legislative Coordinator to work an estimated 32-40 hours per week and serve as coordinator and lobbyist for the hiring organizations during the 2023 Texas Legislative Session. The Coordinator will support the hiring organizations and the Rosie's Law Coalition. The Coordinator will interact directly with state legislative offices and stakeholders, focusing on advancing the interests of Texas abortion funds and also securing legislative support for Rosie's Law, a bill to restore public and private insurance coverage of abortion care. The Coordinator must have demonstrated a commitment to anti-racism and have experience centering race and gender equity.

This position begins in February 2023 and will continue through the 2023 Legislative Session, ending June 2023. The position pays a monthly rate of \$5,650 plus two monthly stipends—one in the amount of \$500 for health care and another in the amount of \$150 for WiFi and phone use.

Some functions of the Coordinator's role will happen virtually and some functions will happen in Austin at the State Capitol. If the Coordinator resides outside of Austin, travel to Austin will be necessary during the Legislative Session. Travel expenses or relocation stipend will be available to the Coordinator.

About the Hiring Organizations

TEA Fund, Frontera Fund, and Lilith Fund are grassroots local abortion funds that have historically helped people in Texas pay for their abortion care when they could not afford it. Currently these abortion funds cannot do that portion of their work, but are still working to end barriers to abortion access through community education and shifting the current culture toward reproductive justice. These organizations endeavor at all times to comply with the law in their operations.

Primary Responsibilities

Lobbying & policy advancement

- Advance Rosie's Law through the execution of legislative strategy, including direct lobbying and contact with the state legislative offices

- Develop and maintain legislative relationships with legislators, legislator staff members, key policy stakeholders, and coalition partners
- Cultivate new legislative champions for abortion access, especially amongst legislators who are people of color, LGBTQIA+, and immigrants
- Monitor legislation relevant to abortion access and abortion funds and report updates to hiring organizations
- Monitor the legislative process with specific focus on identifying advocacy opportunities for hiring organizations
- Monitor, track, and report to hiring organizations data and updates relevant to Rosie's Law and other legislative priorities
- Track time and expenses related to lobbying

Mobilization & external communications

- Work closely with staff to execute communications tactics, including: press engagement, press conferences, social media, online actions, campaign emails, etc.
- Work closely with staff and volunteers to execute mobilization and organizing tactics, including: coordinating activist lobby day activities, coordinating phone banks, creating advocacy materials, organizing actions and demonstrations, recruiting organization sign-ons, facilitating advocacy training and info sessions, etc.

Partner coordination & administration

- Build positive, collaborative working relationships with hiring organizations and other abortion advocates
- Foster cohesion between hiring organizations and partners by convening regular meetings; setting meeting agendas and timelines; conducting regular reporting to the group; and equitably delegating work
- Represent hiring organizations in coalition spaces and meetings
- Organize campaign materials and documents in online shared drive and maintain and track budget for legislative session expenses

Qualifications

- Two or more years of Texas legislative experience strongly preferred
- Experience leading or playing a key role in legislative campaigns
- Experience working with/in coalitions and facilitating groups towards a common goal
- Excellent communications skills, both oral and written
- Experience participating in or supporting the implementation of digital communications campaigns
- Experience using Google Suite, Excel Spreadsheets, Slack, Texas Legislative Online portal, Every Action, etc.
- Knowledge of 501c3 non-profit compliance regulations and protocols relevant to policy advocacy and lobbying
- Thorough understanding of the state legislative process, including committee procedures and floor strategies (filing amendments, points of order, etc)
- Existing relationships at the Texas State Capitol

- Ability to hold partners accountable to goals, deliverables, and firm deadlines
- 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 serve as a spokesperson for hiring organizations
- Ability to communicate/develop values-based messaging and talking points in support of abortion access
- Proven commitment to reproductive health, rights, and/or justice
- Proven commitment to anti-racism
- Deep support for abortion access and bodily autonomy

How to apply

Submit your resume and a 1-page cover letter, as attachments, via email to jobs@teafund.org, with the subject line “Legislative Coordinator, [your name]”. The deadline to apply is February 16, 2023. Please include your first and last name in the file names of the attachments.