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## Policy and Advocacy Associate Job Description

<b>Position:</b>	Policy and Advocacy Associate
<b>Reports to:</b>	Women's Health Policy Director
<b>Supervises:</b>	Interns, as assigned
<b>Position Type:</b>	Full-time, permanent, exempt
<b>Schedule:</b>	9:00 am-5:00 pm, with flexibility for evening/weekend hours as needed for events
<b>Travel:</b>	Up to 10%, mostly local, with some required travel outside of Travis County for conferences and meetings
<b>Compensation:</b>	\$53,000 - \$57,000 annually depending on experience, plus a competitive benefits package
<b>Location/ Geographic Responsibility</b>	Austin

### Background

Effective August 1, 2022, the Texas Campaign to Prevent Teen Pregnancy (statewide), Ntarupt | North Texas Alliance to Reduce Unintended Pregnancy in Teens (Dallas), and Healthy Futures of Texas (San Antonio) have merged to improve the well-being of young Texans through equitable access to sexual health education and resources.

### Who We Are

Healthy Futures is a statewide, nonpartisan, nonprofit organization whose mission is to improve the well-being of young Texans through equitable access to sexual health education, resources and services. The Texas Women's Healthcare Coalition is a project of Healthy Futures and promotes access to preventive healthcare for all Texas women.

Working together, close to the community, with a passionate, committed, and talented team, you will be able to see the immediate, tangible impact of your work.

We know that diversity makes us stronger and challenges us to think differently every day. We are an equal opportunity employer and seek individuals of all backgrounds, gender identities, and sexual orientations to apply to this position.

### Equity Statement

Given the intersectionality of systemic racism and reproductive health, we will center racial equity in all aspects of our programs and operations, as evidenced by inclusion of equity in our mission/vision/values; staff job descriptions; board recruitment and training; communications and messaging; and policy priorities. The newly combined



organization will be an equal opportunity employer and encourages candidates from diverse backgrounds and identities to apply.

## Overview

This position assists the Women's Health Policy Director with Healthy Futures of Texas' state legislative advocacy programs, including the Texas Women's Healthcare Coalition and the Youth Advocacy Council.

## Roles and Responsibilities

- Assist Women's Health Policy Director with the activities of the Texas Women's Healthcare Coalition
  - Develop and maintain relationships with statewide associations, community groups and other key partners, policymakers and their staff
  - Monitor and track legislation and administrative agency policies related to women's preventive healthcare
  - Assist with research and preparation of testimony and documents
  - Draft policy analyses, testimony and comments, presentations, and other public-facing materials
  - Assist with preparation for Coalition meetings, events, and legislative visits
  - Serve as primary coordinating staff for Coalition subcommittees, including the Provider Workgroup subcommittee
  - Draft agendas, minutes, and other meeting or event materials
  - Develop educational materials and other documents on women's health issues for various audiences
  - Outline, track, and maintain progress on grant contract deliverables and draft grant reports
- Provide Health Education staff support for the Youth Advocacy Council (YAC) activities related to advocacy
- Provide policy and advocacy support for Healthy Futures of Texas areas of interest
  - Monitor and track and policy development and legislative developments related to sexual health education, adolescent healthcare, including access to contraception, and related issues
  - Draft policy analyses and other written documents
- Represent Healthy Futures of Texas and the Texas Women's Healthcare Coalition in the community in a professional manner
- Perform other related duties and fulfill responsibilities as assigned



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### Minimum Qualifications

- Bachelor's degree or commensurate work experience
- Experience with the legislative process at the state level, particularly in Texas
- Strong organizational skills, including the ability to work independently and manage own projects in a fast-moving environment
- Excellent verbal and written communication skills
- A flexible schedule to accommodate some late and weekend hours
- Personal transportation and cell phone

### Preferred Qualifications

- Master's degree, with a concentration in public health, social work, public affairs or a related field
- 2-4 years of relevant work experience
- Experience in community organizing or coalition building work
- Knowledge of and comfort with reproductive and sexual health issues
- Excellent presentation skills

### Application Instructions

Please email a cover letter describing interest and qualifications, a résumé, and a short writing sample (2-5 pages) to Sandy Rice at [srice@healthyfutures-tx.org](mailto:srice@healthyfutures-tx.org). You may be asked to provide 3 professional references as part of the screening process. The position will remain open until filled.

**Healthy Futures of Texas is committed to actualizing a world, as much as it is in our power to affect, where race and/or other systems that place the value of a human life, people group, or culture within are not determinants for human rights and/or flourishing. We are committed to reflecting this belief in our work towards an equitable world by centralizing and submitting to the imagination, organization, and administration of ideas and strategies of the marginalized, oppressed, and silenced.**

**Healthy Futures of Texas does not and will not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, veteran status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.**