

Location

Austin

Organization

Epilepsy Foundation Central & South Texas

Position

Public Policy Fellow

Job Description

Public Policy Fellow

Office Location: Austin

Posting Date: 10/31/2022

Epilepsy Foundation Central & South Texas (EFCST) leads the fight to stop seizures, find a cure and overcome the challenges created by epilepsy. As one of 48 Epilepsy Foundation National Organization affiliates, EFCST covers 79 Texas counties encompassing 89,199 square miles. EFCST is the only organization dedicated to the health and welfare of over 160,000 individuals with epilepsy residing in Central & South Texas.

Overview

The Public Policy Fellow is a unique opportunity for the right individual interested in making Texas a better place for people living with epilepsy.

This fellowship is offered through funding from the Texas Council for Developmental Disabilities (TCDD), a federally-funded state agency whose mission is to create change so that all people with disabilities are fully included in their communities and exercise control over their own lives.

Hours/Duration: 40 hrs/week. The fellowship is a two-year fellowship from November 2022 to August 2024. Extension into the second year is contingent on successful performance in the first year.

Under the direction and mentorship of the Epilepsy Foundation's advocacy team, the Fellow will engage in a variety of professional development activities, acquire a sound knowledge of public policy, and work hands-on with a state and a national team of

advocacy leaders. 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.

Primary Duties & Responsibilities

The Public Policy Fellow (PPF) will be an essential team member in EFCST's public policy strategic initiatives and will have significant exposure and opportunity to be at the forefront of bold and impactful public policy initiatives. The PPF will become adept at working with and training self-advocates with epilepsy with diverse backgrounds and their families; will develop the requisite knowledge, skills, and abilities to become an effective member of the developmental disability and cross-disability communities.

- Actively participate in professional development opportunities, including external trainings and the Hogg Foundation Policy Academy
- Assist/conduct trainings with self-advocates, families, and allies on advocacy and public policy
- Actively participate in self-advocate and family ad hoc policy groups, perform duties as assigned
- Support EFCST Team members in state advisory groups
- Work closely with the Epilepsy Foundation advocacy team, self-advocates, and partners on issues related to epilepsy prior to the legislative session
- Create materials to educate the public and policymakers on policy issues
- Communicate with funders as outlined in funding agreements, including written reports
- Actively participate in self-advocate conferences
- Write reports as assigned and provide an activity report at staff meetings and Board meetings
- Attend meetings with partner agencies including, but not limited to, EFCST staff, EF National Office, and the fellowship's funding organization, the Texas Council for Developmental Disabilities, as requested
- Assist self-advocates in engaging with policymakers
- Support EFCST conference and rally days
- Comply with EFCST's policies and procedures
- Acquire a thorough understanding of what constitutes the lobbyist registration requirements of the Texas Ethics Commission and commit to not engaging in those activities
- Occasional regional travel
- Analyze data and track legislation

Qualifications

- Commitment to the principles of full inclusion of people with disabilities, self-advocacy,

and self-determination

- Recent graduate with a bachelor's degree in public policy, social work, political science, or related program OR a self-advocate, parent or sibling of a person with a disability with demonstrated post-graduate level skills and knowledge in public policy advocacy
- 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
- Career interest in public policy work

Compensation

Salary Range: \$42,000 to \$50,000 annually. EFCST offers excellent benefits, including a four-day work week, health and life insurance, 401(K), generous paid vacation, and holidays.

Submittal Instructions

Email a cover letter, resume, and two references to Project Director Kimberly Martin, Kim@EFCST.org subject line "Policy Fellow Position" The cover letter should describe your interest in the position and include a detailed explanation of how your experience meets the minimum qualifications and prepares you for the responsibilities outlined in the job description. No phone calls, please. This posting will remain open until the position is filled.

To learn more about the Epilepsy Foundation Central & South Texas, visit www.EFCST.org