GRANT ME THE WISDOM FOUNDATION WOMEN’S FELLOW
LOCATED IN AUSTIN, TEXAS

Do you have lived experience in the justice system that could inform our work and advance our mission? Are you committed to supporting families, fostering safer communities, and ending mass incarceration? If so, the Texas Criminal Justice Coalition (TCJC) could be the place for you.

TCJC is a nonprofit, non-partisan policy reform and advocacy organization that believes every person has inherent worth and can contribute to a vibrant, safe community. As such, we encourage applicants with diverse backgrounds to apply. We are driven by our values (shared on our website), which inform our goals and shape our daily interactions. We provide research and other resources to policy-makers, system practitioners, advocacy and other organizations, community members, and the media to promote responsible and fair youth and adult justice policies in Texas. We build coalitions among grasstops and grassroots communities, including unlikely allies and impacted communities, to strengthen opportunities for reform.

Position Overview

This is a full-time position made possible in part through support from the Grant Me the Wisdom Foundation. The Policy Fellow will help TCJC and a coalition of justice system-involved women educate decision-makers about complex issues that too often result in women’s incarceration; the Fellow will also work with TCJC staff and partners to advance strategies for (1) trauma-informed, gender-responsive conditions of confinement, (2) crime prevention and justice system diversion, (3) sentencing reforms that will reduce the number of women in Texas prisons and jails, and (4) greater family unity and support for the children of incarcerated parents.

Principal Duties and Responsibilities

- Aid in planning and coordinating meetings for the Texas Women’s Justice Coalition (WJC) around the advancement of women’s justice priorities, including providing support with strategy building, advocacy training, and mobilizing WJC members.
- Collaborate with fellow TCJC staff, WJC members, and other external partners to help develop key strategies and to jointly pursue policy objectives.
- Conduct research and draft written materials to support public education and advocacy, including short reports, fact sheets, and other documents as needed.
- Prepare and deliver presentations and testimony to support advocacy efforts as needed.
- Provide advocacy trainings and other educational services to WJC members and other justice system-involved women.
- Plan and organize opportunities for WJC members to participate in rallies, symposiums, and office visits at the Texas Legislature.
Qualifications & Skills

Qualified applicants will have lived justice system experience, preferably as a formerly incarcerated person. Additionally, experience in organizing and engaging communities most impacted by the justice system will be helpful. Applicants should have a commitment to justice reform that is consistent with the mission of TCJC.

Preferred applicants will have the following characteristics:

- A strong understanding of the Texas justice system and the collateral consequences of system involvement among individuals, families, and communities.
- An ability to coordinate meetings and events among a large group of people to advance reform goals.
- Strong writing skills to produce a range of materials in support of the project goals.
- Effective verbal communication skills with a reasonable level of comfort presenting information to a wide range of groups, such as decision-makers, system practitioners, and system-involved individuals.
- A keen ability to build and maintain contacts among a diverse range of individuals, and an attentiveness to communicating effectively to accomplish project goals.
- An aptitude to incorporate information and learn quickly, while being solution-oriented and keeping a positive attitude.
- An ability to focus in a team environment and to complete assignments thoroughly – either independently, with supervision, or collaboratively.
- Strong time-management skills necessary to prioritize tasks and to meet objectives in a timely manner.
- An ability to work flexible hours and be available for contact outside office hours as needed during peak periods or if traveling.
- A willingness and ability to travel, including by car or plane, as needed to support the objectives of this position.
- Proficiency in using Microsoft suite, including Outlook, Word, Excel, and PowerPoint, and the ability to adapt and commit to using other software or technology as needed.
- An ability to use social media on occasions as needed to support the project.

Compensation and Benefits

TCJC will provide an annualized salary between $44,000-50,000 per year. TCJC offers the following benefits: health, dental, life insurance; 401(k) retirement services upon 1 year of service; 15 paid holidays; and 30 days paid time off, including vacation, sick, and personal time. TCJC offers professional development and training opportunities, and an inclusive work environment for you to grow.

Application

We would love to learn more about why you are interested in this position, and your life experiences that most qualify you for this fellowship. Please send a cover letter and your résumé by email to jobs@TexasCJC.org, and note “Women’s Justice Policy Fellow” in the subject line.

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The Texas Criminal Justice Coalition is an Equal Opportunity Employer. All qualified applicants will be considered based on individual qualifications, without unlawful discrimination based on race, color, creed, national origin, sex, sexual orientation, age, disability, familial status, military status, and any other protected class. We value diversity and encourage people of color, LGBTQ applicants, and people with prior justice system involvement to apply.