

Public Policy Specialist

Reports to: Director of Policy & Advocacy

Location: Hybrid position, based in Austin. Monthly travel required.

Salary: \$60,000 - \$70,000 based on experience

Policy & Advocacy Efforts

Our team works year-round—and always in partnership—to advance policies that help us achieve our mission during and between legislative sessions. To support this work, the Public Policy Specialist's responsibilities include:

- Conducting research and literature reviews, along with analyzing data and best practices from other states, to inform policy initiatives.
- Writing policy briefs and white papers informed by research and stakeholder input on legislative priorities.
- Providing public policy and research information for website and online communication.
- Managing the membership of, communication with, and development of agendas for the Public Policy Advisory Committee.
- Working with TexProtects colleagues and other advocacy partners to identify possible systems solutions to issues identified as needs.
- Scheduling and/or conducting meetings with legislative staff on certain public policy issues in coordination with the Director of Policy and Advocacy, including identifying and assisting community partners in preparation of meetings.
- Organizing and/or providing testimony on certain public policy issues in coordination with the Director of Policy and Advocacy, including identifying and assisting community partners in preparation of testimony.
- Tracking legislation and public policy issues that pertain to priorities of TexProtects.
- Staying current on related legislative issues, political issues and news items.

Community Engagement & Capacity Building

As the administrative home for the Texas Prevention Network and Child Protection Roundtable, we bring people together to share insights and strengthen prevention efforts across Texas. By convening both formal and informal groups, we stay rooted in what communities need, how policies play out on the ground and provide solutions to support their work. To support this work, the Public Policy Specialist's responsibilities include:

- Assisting in development of community convenings, such as Days at the Capitol and From the Capitol to the Community events, through partnership with community-based or advocacy partners, development of meeting materials, including agendas, presentation slides, and managing meeting follow-up to ensure productive meetings and relationships.
- Building capacity of providers to advocate for their own programs and the needs of their organizations, communities and families served.
- Building relationships with local elected officials, positioning TexProtects as a resource and connector to the experts on the needs of families in their respective communities
- Designing statewide surveys (or other methods of data collection) to inform research, policy initiatives, Texas Prevention Network programming.
- Contributing to other TexProtects convenings and committees as needed, connecting issues elevated by participants to possible policy strategies and advocacy opportunities.

Statewide Awareness

We work to ensure prevention solutions are known and understood by Texans across the state. Through thoughtful outreach and consistent messaging, we build awareness of our mission and elevate the importance of strengthening families. To support this work, the Public Policy Specialist's responsibilities include:

- In partnership with TexProtects' Strategic Engagement Manager, building and executing Legislative Action Alerts plans for various audiences, including policy partners, the Texas Prevention Network and members of the public.
- Consistently work with the Strategic Engagement Manager, developing relevant content for public awareness work.

Supporting TexProtects Operations

As a small but mighty team, we share administrative responsibilities and collaborate closely to keep our organization running smoothly. We support one another so we can deliver our best work to the communities we serve. To support this work, the Public Policy Specialist's responsibilities include:

- Keeping an up-to-date calendar of public and internal meetings hosted by TexProtects.
 - Assisting with preparation and logistics for meetings and assist Austin staff in meetings by preparing requested agenda, recording minutes, and other needed meeting materials.
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Position Benefits

At TexProtects, we prioritize a healthy work-life balance by offering flexibility to meet your family needs and personal responsibilities. Our supportive environment empowers employees to thrive both professionally and personally. Benefits include:

- Medical, Dental and Vision Plans
- Generous PTO Policy
- 401K with 5% Match
- Paid Family Leave

Position Requirements

- Access to reliable transportation and ability to travel throughout Texas. Position-related travel is expected to average 2–7 days per month.
- Ability to work remotely with reliable internet connection. TexProtects provides a monthly stipend to support work-from-home expenses.
- Resident of Texas based in the Austin area, with the ability to make frequent trips to the Texas Capitol and attend in-person meetings as needed.
- Demonstrated commitment to TexProtects' mission of advancing public policy and community-driven solutions that strengthen families and prevent child abuse and neglect.
- Excellent verbal and written communication skills, including the ability to engage diverse stakeholders and represent the organization professionally.
- Ability to manage multiple priorities, work independently, and meet deadlines in a fast-paced environment.

Preferred Qualifications

- Experience working during a legislative session, either as an advocate, policy professional, or legislative staff member.
- Experience engaging communities and stakeholders to elevate community voices and inform policy or program development.
- Strong relationship-building skills with the ability to work effectively across diverse organizations, communities, and sectors.
- Knowledge of Texas legislative processes and state government operations.
- Experience in public policy, advocacy, child welfare, family strengthening, public health, education, or related fields.
- Strong organizational and project management skills, including the ability to coordinate multiple initiatives simultaneously.
- Bachelor's degree required; Master's degree desirable. Candidates without a degree may substitute five or more years of directly relevant experience.
- Proficiency with Microsoft Office Suite, including Outlook, Word, Excel, PowerPoint, and Teams.

How to Apply

Interested candidates should submit a resume and cover letter addressed to the TexProtects Team at team@TexProtects.org with the subject line: **Public Policy Specialist Application – [Applicant Name]** Applications submitted without a cover letter will be considered incomplete. In your cover letter, please describe:

- Your knowledge of and experience with the Texas legislative process.
- Relevant experience elevating community voices and incorporating community perspectives into advocacy, policy development, or decision-making processes.
- Your interest in TexProtects' mission and this position.

Applications will be accepted through July 24, 2026. Please do not call regarding this position.