

Austin Achieve Public Schools is an open-enrollment public charter school with the mission to prepare the youth of East Austin to attend and excel at the nation's top colleges and universities. We are looking for a passionate Advocacy Coordinator to join our team and help lead efforts to educate and engage internal and external constituencies, ensure a positive organizational reputation with local and statewide leaders and decision-makers, and advocate for public policies that support our mission.

We are looking for someone who is passionate about our mission and demonstrates an eagerness to learn and a desire to affect outcomes for Austin youth. The ideal candidate for this position will have proven leadership and relationship-building skills, with strengths in strategic communication, problem-solving, and project management.

This role will require evening and occasional weekend work to participate in meetings and local community events.

Essential Duties & Responsibilities:

- Develop and execute a comprehensive strategy for family engagement in support the organization's vision for local, state and national impact.
- Conduct elected official engagement efforts and help coordinate parent outreach to build an active culture of advocacy at our schools.
- Assist with the planning, logistics, outreach, and staffing for advocacy events of all sizes, including government hearings, trips, rallies, press conferences, community meetings, and school tours.
- Collaborate and assist with the preparation and distribution of communications, publications, and marketing materials.
- Maintain department calendar with details of school events, project deadlines, recurring reports, important visitors, conferences, etc.
- Work closely with partner advocacy organizations and Austin Achieve staff to advocate for pro-charter school policies in support of the organization's mission and vision.
- Attend and report on various school events, community hearings, local conferences.

Required Qualifications:

- Bachelor's degree
- A minimum of two years' experience in outreach, government relations, public policy, community organizing, or a related field
- Ability to work with diverse stakeholder groups, including elected officials, community members, faculty & staff, and Austin Achieve scholars and families
- Exceptional written, oral and presentation skills that can be utilized in communicating with internal and external audiences

Statement of Non-Discrimination:

In keeping with our beliefs and goals, no employee or applicant will face discrimination/harassment based on race, color, ancestry, national origin, religion, age, gender, marital/domestic partner status, sexual orientation, gender identity, disability status, or veteran status. People of diverse backgrounds are strongly encouraged to apply.

- Strategic problem solver able to think logically through each step of a project
- Strong organization and interpersonal skills
- Passionate about education reform and the belief that every child can be successful

Knowledge & Skills

- Spanish fluency – reading, writing and speaking (REQUIRED)
- Possess advanced Microsoft and G-Suite skills, proficiency with Mac/Apple products preferred
- Knowledge of Texas and national legislation impacting charter school students, leaders, and families

To join our team, please submit your application at austinachieve.org/careers and select "Operations" as the position applying for. Complete applications will include your resume and a cover letter which explains in detail your qualifications for the position. Applications without cover letters will not be reviewed.

For more information about the position, contact Austin Achieve Founder & Chief Executive Officer, John Armbrust, at jarmbrust@austinachieve.org.

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