

TCADP North Texas Outreach Coordinator Job Announcement

Job Title: North Texas Outreach Coordinator
Position Type: Part-time (25 hours/week)
Reports To: TCADP Executive Director

Position Description:

The Texas Coalition to Abolish the Death Penalty (TCADP), based in Austin, is the only professionally staffed, statewide advocacy organization dedicated solely to ending the death penalty in Texas. We seek a motivated and experienced outreach coordinator to lead our North Texas Campaign to Reduce Use of the Death Penalty in Dallas and Tarrant Counties.

The outreach coordinator identifies and engages community leaders – including clergy, law enforcement, and civic/political leaders – as well as reaches out to key constituencies, decision makers, and organizational allies. He/she mobilizes TCADP members and supporters in the area to take strategic actions that advance the campaign.

The coordinator can be based anywhere in the Metroplex, though preference will be given to candidates who live in Dallas County. Part-time hours are flexible but will require some evenings and weekends. The position requires travel throughout the Metroplex and occasional trips to Austin, particularly during legislative sessions. Expenses for out of town travel and mileage reimbursements are covered by TCADP; a reliable mode of transportation is necessary.

Responsibilities:

- Reach out to faith leaders, interfaith/ecumenical coalitions, and religious communities to organize educational events and activities
- Reach out to other key constituencies (political and civic groups, conservatives, law enforcement, surviving family members of murder victims, and communities of color)
- Forge alliances with community, civic and religious groups by attending coalition meetings and events; recruit new Organizational Affiliates
- Work in coalition with other criminal justice reform organizations on non-partisan events and activities leading up the 2018 primary and general elections (town hall meetings, candidate debates, open houses, other forums)
- Arrange meetings with key stakeholders and decision makers in Dallas and Tarrant Counties
- Monitor capital murder cases and convictions in Dallas and Tarrant Counties
- Represent TCADP in public forums, including coalitions, community groups, and various public speaking engagements
- Assist with planning and promotion for the TCADP 2018 Annual Conference (February 2018 in Dallas)
- Organize speaking events featuring voices of experience on the death penalty issue (murder victims' survivors, death row exonerates, former prosecutors, and the families of individuals on death row or loved ones who have been executed)
- Increase TCADP's capacity in the region by recruiting new members and supporters, including donors
- Assist the Executive Director in taking advantage of ripe political and media moments, as appropriate
- Provide regular written and verbal reports to the Executive Director

Qualifications:

- Strong personal commitment to abolishing the death penalty in Texas
- Bachelor's degree
- At least two years organizing or other relevant experience, preferably in North Texas
- Excellent verbal and written communication skills; ability to speak Spanish is a plus
- Experience with electoral or legislative campaigns and/or involvement in city or county government affairs
- Experience with event planning
- Demonstrated experience working with community leaders
- Ability to manage details, initiate projects, solve problems, and follow through on assigned tasks with minimal direct supervision
- Experience working with a variety of constituencies, particularly faith communities and political groups
- Self-motivated and able to work with a team
- Ability to work evenings and weekends

Salary and Benefits:

\$26,000, which includes health insurance stipend

Minimum commitment: One year

Target Start Date:

November 1, 2017 (negotiable)

Applications will be accepted until September 26, 2017. Phone interviews will take place in early October; finalists will be invited to participate in an in-person interview in North Texas in mid-October.

To Apply:

Email résumé, cover letter, a short writing sample (two pages or less), and three references to TCADP Executive Director Kristin Houle at khoule@tcadp.org by **Tuesday, September 26, 2017**. The subject line of your email should be your last name – NTX Outreach Coordinator. In your cover letter, please indicate where you learned about this job opening.

TCADP is an affirmative action/equal opportunity employer and encourages qualified individuals of every race, creed, ethnicity, disability, sexual orientation, and gender identity and expression to apply.