MODDC Policy Fellow
December 2026-November 2027

Missouri Developmental Disabilities Council (MODDC) is looking for a **Public Policy Fellow**. This person will work directly with the MODDC Policy Advocacy Director. They will help support public policy that matches the Council's goals and beliefs.

The fellow must have an intellectual or developmental disability to be considered for the position.[1]

MODDC Members and their families cannot apply for this opportunity. This is a paid, 12-month position. The fellow will receive a monthly stipend of $833.25. This amount covers the hours worked, as well as any travel for the job.

This is a paid, 12-month fellowship at MODDC. The fellow will earn a monthly stipend of $833.25. This amount covers work hours and any travel costs for the fellow's duties.

The workload for this position is:

- **40% capacity building**. This includes but is not limited to:

[1] **According to the federal definition of IDD:** The term "developmental disability" means a severe, chronic disability of a person five years of age or older which (A) is attributable to a mental or physical impairment or combination of mental and physical impairments; (B) is manifested before the person attains age 22; (C) is likely to continue indefinitely; (D) results in substantial functional limitations in three or more of the following areas of major life activity: self care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, and economic self-sufficiency; and (E) reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, treatment, or other services which are of lifelong or extended duration and are individually planned and coordinated. Such term when applied to infants and young children means an individual from birth to age five, inclusive, who have substantial developmental delays or specific congenital or acquired conditions with a high probability of resulting in developmental disabilities if services are not provided.

- training other self-advocates,
- attending informational webinars to increase the fellow's development,
- attending the National Association of Councils on Developmental Disabilities (NACDD) Policy and
- network Zooms, etc. and more

- **40% administrative tasks**

- **20% in-person advocacy and preparing for those events**

The fellow will serve as a liaison and advocate during Missouri's 2027 legislative session (January 2027-May 2027). They will also help with the Council's federal policy work. The fellow is expected to demonstrate a commitment to the Council's definition of diversity, as required by Federal Law[2].

The fellow will assist the Policy Advocacy Director with tasks related to Disability Rights Legislative Day (DRLD). During legislative session, the fellow will listen to hearings, share important information, help create simple policy documents, and more.

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[2] Diversity: Diversity means that people are different in many ways. They may be different in how they look, things they like, where they live, how they communicate, and what they believe. It is important and *required* that our work is representative of all people in Missouri.
We're required to define diversity as:
• race and ethnicity
• if they live in small town or big cities
• making sure people of different types of disabilities are included, etc.

If you want to learn more about this, click here: DD Act Guidance - Definitions & Key Concepts - Cultural Diversity (Section 204 (E) Priorities for Distribution - DD Act)

After legislative session, the fellow will assist with the planning and coordination of our Coffee for Change Project and other types of legislative advocacy work.

The fellow will support the PAD by completing administrative tasks as directed by the PAD. They will also develop a training for our Council Members with the support of the PAD, and more.

This fellowship is mostly remote. The fellow must attend

- some in-person advocacy activities,
- meetings during Missouri's legislative session, and
- must attend and assist on site at the Capitol DRLD 2027 on March 23.

On site visits to the Capitol require that the fellow travel to Jefferson City during the legislative session **at least four times,** but this can be adjusted based on the fellow's needs**.** Given the virtual nature of the fellowship, the fellow is expected to be on-call and able to complete tasks during the fellow's work hours.

The fellow will help during Missouri's 2027 legislative session (January–May) and with MODDC's federal advocacy throughout the year. The fellow must support the Council's definition of diversity, as required by federal law. The fellow will also help the Policy Advocacy Director (PAD) with Disability Rights Legislative Day (DRLD). Work during session includes listening to hearings, sharing important information, helping make one-page summaries, and other tasks.

After the Missouri legislative session, the fellow will help plan and run Coffee for Change events and do other advocacy work. The fellow will also

help with office tasks and create one training for Council Members, with help from the PAD, and more.

This fellowship is hybrid. Most work is done from home, but the fellow must attend some in-person meetings during the legislative session. The fellow must also attend DRLD at the Capitol on March 23, 2027. The goal is for the fellow to travel to Jefferson City at least four times during session.
In-person needs can be adjusted based on the fellow's needs and the Council's needs. The fellow must be available during work hours to complete tasks.

The fellowship requires 15 hours per week commitment. It starts on December 1, 2026, and ends on November 30, 2027. The work schedule will be set at the start of the fellowship. Sometimes the fellow may need to work earlier or later depending on when policy events happen. The fellow will be told ahead of time if the schedule needs to change.
The fellow must be flexible, because policy work can start early or go late. For example, hearings may happen outside the usual work hours. The fellow will get advance notice when this happens.

Benefits of Fellowship

- Learn how Missouri's lawmaking process works
- Understand how policies affect people with disabilities
- Build relationships with lawmakers, agencies, and organizations
- Grow your network in public policy and the disability community

- Work with a team experienced in policy, advocacy, and communications

Responsibilities

Policy work changes quickly. The PAD will help the fellow engage in new issues as they come up. Key responsibilities include:

- Track bills that affect disability issues and MODDC priorities
- Attend/listen to important hearings and write updates for MODDC staff
- Help plan and carry out MODDC advocacy activities
- Help reach grassroots advocates to support MODDC's policy work
- Attend one full Council meeting (March or September) in person, plus subcommittee meetings during the fellowship
- Attend all Legislative and Public Policy Subcommittee meetings (these can be virtual except for the full Council meeting)
- Help create policy materials, such as one-pagers and testimony, with support from the PAD
- Attend trainings and webinars assigned by the PAD
- Create at least one training for other self-advocates
- Help schedule and support Coffee for Change events

- Other similar tasks as assigned

Qualifications

- Able to use Microsoft Word, Excel, PowerPoint, and Google tools (Sheets, Forms, Docs, Drive, Photos)
- Able to stay nonpartisan
- Good social skills and able to work well with a team
- Dependable and careful with details
- Able to build relationships with diverse people who will have a range of political perspectives
- Able to juggle multiple tasks and meet deadlines
- Experience in advocacy (such as Partners in Policymaking or other leadership roles)
- Able to work independently, such as writing reports, listening to hearings, managing your work calendar, and meeting deadlines
- Show strong interest in advocacy and a commitment to doing advocacy

Requirements

- The fellow must register in Missouri's payment systems: MOBuys and Movers

- If the fellow needs a personal attendant, they must arrange that support

- If the fellow needs transportation to in-person events, they must arrange it

- The fellow must have their own computer and phone

MODDC will end the fellowship if funding changes or if the fellow cannot meet expectations. Reasons include unprofessional behavior, disrespect, partisan behavior, not following directions, or missing deadlines. Lobbying will result in immediate contract termination.

To Apply

Use this Google form to submit your application and resume: https://forms.gle/J7NMmybrKt8fk4Rw9

If you cannot use the form, you may email your materials to MissouriDDCouncil@gmail.com. If you use email, please do the following:

- Use the body of your email as your cover letter to
    - Share a story about how you became passionate about advocacy.

    - Explain your advocacy background, how you are qualified for the fellow position, and why you are applying.

- Attach your resume as a PDF or Word Doc