



# DATA ANALYSIS FELLOWSHIP

## Organization Overview

The League of Women Voters of Houston has been working for over a century to empower voters and defend democracy. Every team member and volunteer adheres to our vision that “we believe in the power of every person to create a more perfect democracy and support the desire, the right, the knowledge, and the confidence for all to participate.”

Join our dynamic team and play a behind-the-scenes but critical role in strengthening democracy across Greater Houston.

## Summary Job Description

The Data Analysis Fellow is responsible for supporting the League’s nonpartisan election and civic engagement work through data cleanup, analysis, tracking, and reporting. Working closely with staff, this role ensures data accuracy and usability to support voter education, outreach, and strategic decision-making.

The Data Analysis Fellow reports to the Manager of Administration and Data.

## Key Areas of Responsibility

- Clean, organize, and maintain datasets related to voters, volunteers, outreach efforts, and community partners
- Accurately enter, update, and manage voter engagement and program data
- Analyze outreach, distribution, and engagement data to support program planning and evaluation
- Build and maintain spreadsheets, tracking tools, and basic dashboards
- Assist with data imports, exports, list management, and quality control across systems
- Support staff and volunteers by translating data into clear, actionable insights
- Ensure data consistency, documentation, and ethical use of information
- Support additional data and reporting needs during election season as required
- Ensure all data practices comply with applicable laws, guidelines, and nonpartisan standards

## Skills & Qualifications

- Experience with data cleanup, organization, and analysis (Google Sheets or Excel required)
- Strong attention to detail and commitment to data accuracy
- Ability to manage multiple datasets and deadlines independently
- Comfortable working with imperfect or incomplete data
- Clear communication skills, including the ability to explain findings to non-technical audiences
- Strong interest in civic engagement, elections, or nonprofit work
- Ability to maintain confidentiality and ethical data practices



## Preferred Qualifications

- Experience with voter databases such as **VAN**
- Familiarity with **CRM systems**
- Experience working in nonprofit, advocacy, or civic engagement environments
- Basic experience with data visualization or reporting tools

## Time Commitment & Compensation

- Hours per week: 8 – 12 hours per week
- Schedule includes a mix of remote and in-office work, with increased needs during election periods
- \$15/hr with a maximum of 20 hours per week

**Apply today** by emailing a brief cover letter and resume to [lwv@lwvhouston.org](mailto:lwv@lwvhouston.org) with the subject line **Data Analysis Fellowship**.

## Our Mission

The League of Women Voters of Houston fosters a thriving democracy by engaging all people in the political process through nonpartisan information sharing, passionate civic engagement, and by providing opportunities to participate in the democratic process.

## Our Commitment as an Employer

The League is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin,