

CIVIC ACTION 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 have a true impact on your Greater Houston community!

Summary Job Description

The Civic Action Fellow is responsible for working with the Programs Officer for Voter Services, staff, and volunteers to advance the organization's civic engagement mission. The Civic Action Fellow will support the Youth High School Voter Initiative by conducting in-school voter registration drives and delivering civic engagement presentations to high school students. The Civic Action Fellow reports to the Programs Officer for Voter Services.

Key Areas of Responsibility

- Conduct high school voter registration drives and civic engagement presentations
- Collect, organize, and submit completed voter registration forms to the Tax Assessor's office
- Accurately enter and maintain Commit to Vote and voter engagement data
- Collaborate with the Programs Officer for Voter Services, staff, and volunteers to plan outreach activities
- Build positive relationships with students, school administrators, and community partners
- Represent the organization professionally in school and community settings
- Support additional voter education and civic engagement efforts as needed
- Ensure all activities comply with applicable laws and guidelines and report on outcomes

Skills & Qualifications

- Strong interest in civic engagement, youth advocacy, or community organizing
- Experience working with high school students, youth programs, or community outreach preferred
- Comfortable speaking and presenting to groups of students
- Excellent interpersonal and communication skills
- Highly organized, detail-oriented, and able to manage multiple tasks independently
- Ability to accurately enter and manage data
- Professional demeanor and ability to represent the organization in schools and community settings
- Knowledge of voter registration processes or willingness to learn
- Reliable and able to travel to local high schools as needed
- Spanish speaking preferable

Time Commitment & Compensation

- Hours per week: 8 - 12 Hours per week
- This role will require travel to local high schools during school hours
- \$15/hr with a maximum of 20 hours per week
- Schedule varies with in-office, remote, and offsite work each week

Apply today by emailing brief cover letter and resume to lwv@lwvhouston.org with the subject line **Civic Action 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, genetics, disability, age, or veteran status. implementation.