

CIVIC EDUCATION AND OUTREACH ASSOCIATE

Organization Overview

The League of Women Voters of Houston has been working for more than a century to empower voters and defend democracy. Every team member and volunteer upholds our vision: a democracy where every person has the desire, the right, the knowledge, and the confidence to participate.

LWV Houston is a nonpartisan, nonprofit civic engagement organization serving Greater Houston through voter registration, voter education, civic learning, advocacy education, trusted election resources, and community-based partnerships.

Summary Job Description

The League of Women Voters of Houston (LWV Houston) is seeking a strategic, creative, and mission-driven **Civic Education and Outreach Associate** to support our organization's civic learning and outreach efforts. This part-time role is ideal for a skilled communicator who is passionate about voting rights, civic education, and community impact.

The Civic Education and Outreach Associate reports to the Communications and Civic Education Manager and works collaboratively with staff, board members, and volunteers to drive civic engagement efforts in Greater Houston.

Approximate Allocation of Responsibilities

50% Civic Education, Voters Guide and Educational Materials

30% Outreach, Presentations and Public Appearances

20% Special Projects, Committees and Data Support

Key Areas of Responsibility

Civic Education, Voters Guide and Educational Materials – 50%

- Help maintain and adapt LWVH's civic education presentations, including Voter 101, How to Plan Your Vote, youth voter presentations, misinformation education, ballot education, and other nonpartisan civic learning tools.
- Support the development of plain-language, accessible, and culturally responsive educational materials for diverse audiences across Greater Houston.
- Assist with proofreading, fact-checking, updating, and organizing civic education materials across print, digital, and presentation formats.
- Track election deadlines, voting rules, candidate filing information, ballot details, and other key civic education updates in coordination with the Communications & Civic Education Manager.
- Support Voters Guide production by assisting with candidate outreach, data entry, candidate follow-up, race review, quality control, and internal tracking.
- Help identify common voter questions or confusion points from presentations, outreach events, helpline activity, and community interactions to improve future materials.

Outreach, Presentations, and Public Appearances – 30%

- Deliver nonpartisan civic education presentations to schools, community organizations, workplaces, civic groups, ESL/citizenship classes, and partner audiences.
- Represent LWVH at public-facing events, tabling opportunities, panels, trainings, and community meetings as assigned.
- Prepare materials, talking points, sign-in tools, voter registration supplies, and follow-up items for presentations and outreach events.
- Coordinate with the Volunteer & Outreach Manager to ensure volunteer needs, event logistics, and outreach supplies are aligned.

Empowering Voters. Defending Democracy.

lwv@lwwhouston.org | lwwhouston.org

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- Assist with voter registration activities, including VDVR compliance, accurate handling of completed forms, and timely submission to the Tax Assessor's office.
- Provide respectful, clear, and nonpartisan responses to voter questions in public settings.
- Help document community feedback, voter barriers, recurring questions, and partner observations after presentations and outreach events.

Special Projects, Committees & Data Support

- Provide staff support for selected volunteer-led committees and special projects, including meeting preparation, notes, timelines, follow-up tasks, and coordination with staff leads.
- Support implementation of specialty initiatives such as New Citizens outreach, High School Initiatives, Voter Helpline, candidate forums/debates, library/post office distribution, and ballot education projects.
- Help coordinate project timelines, volunteer assignments, materials, and internal updates for assigned initiatives.
- Maintain accurate outreach, presentation, Commit to Vote, voter engagement, and event participation data.
- Prepare basic reports or summaries on civic education and outreach activities for staff, board committees, funders, and internal planning.
- Support post-event follow-up, including thank-you messages, data entry, supply return, and documentation of lessons learned.
- Perform other civic education and outreach duties as assigned.

Skills & Qualifications

- Commitment to LWV Houston's mission and strict adherence to nonpartisanship.
- Strong interest in civic education, voter engagement, community outreach, and inclusive democracy.
- Comfortable speaking publicly and presenting to students, community groups, partners, volunteers, and members of the public.
- Ability to explain voting rules, election deadlines, civic processes, and ballot information clearly and accurately.
- Volunteer Deputy Voter Registrar Certificate in good standing with Harris County, or ability to obtain and maintain certification.
- Strong organizational skills and attention to detail, especially with voter registration forms, outreach materials, event data, and Voters Guide information.
- Experience with community outreach, education, public speaking, volunteer support, nonprofit programs, or civic engagement preferred.
- Ability to work collaboratively with staff, board members, volunteers, interns, fellows, schools, libraries, and community partners.
- Comfort using Google Workspace, spreadsheets, presentation tools, databases, and digital communication platforms.
- Evening and weekend availability is required, especially during election cycles.
- Reliable transportation required.
- Spanish language proficiency strongly preferred; other language skills commonly spoken in Greater Houston are also valued.

Desired Attributes

The strongest candidate will be a confident, warm, and mission-driven civic educator who enjoys helping people understand how to participate in democracy. They will be able to communicate clearly with students, new citizens, volunteers, community partners, and members of the public while maintaining strict nonpartisanship at all times.

This person will be highly organized, detail-oriented, and dependable, with the ability to manage presentation materials, voter registration forms, outreach data, project timelines, and follow-up tasks accurately. They will be comfortable working both in

public-facing settings and behind the scenes to ensure civic education and outreach efforts are well-prepared, well-documented, and accessible.

The ideal candidate will be collaborative, flexible, and respectful of staff, board, volunteer, and committee roles. They will bring curiosity, cultural humility, and good judgment to community engagement work and will be excited to help LWV Houston expand trusted, nonpartisan civic education across Greater Houston.

Details

The position is an exempt salaried position and is not eligible for pay over 40 hours worked in a week. It is **full-time** with a **flexible, hybrid (office and remote) schedule**. Evening and weekend work may be required for events and civic education, outreach, and community events. Lifting of at least 20 pounds and standing for several hours at a time may be required for events. This position requires sound judgment, strong attention to detail, and strict adherence to LWVH's nonpartisan standards, particularly when representing the organization in public settings.

Salary

The starting salary is \$50,000 with employer-paid health benefits, 401k 5% match, 160 hours of paid time off, and holiday and office closures.

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.

About LWV Houston

The League of Women Voters of the United States and LWV Houston (LWVH) were both established in 1920, the year that the United States Constitution's Nineteenth Amendment provided women the right to vote. The LWVH is a nonprofit 501(c)3 charitable organization dedicated to serving the community by offering voter outreach initiatives and trusted, impartial election information. We do not support or oppose candidates, and we advocate for public policy issues only after careful study by our volunteer members.

How to Apply

Email cover letter and resume to lwv@lwvhouston.org with the subject line: Civic Education and Outreach Associate

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