

COMMUNICATIONS & CIVIC EDUCATION MANAGER

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 adhere 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.”

SUMMARY JOB DESCRIPTION

The League of Women Voters of Houston (LWV Houston) is seeking a strategic, creative, and mission-driven **Communications & Civic Education Manager** to lead our organization’s external communications and digital engagement. This full-time role is ideal for a skilled communicator who is passionate about voting rights, civic education, and community impact.

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

KEY AREAS OF RESPONSIBILITY

Social Media & Digital Engagement

- Develop and implement a content calendar for all social platforms, with a focus on growth and engagement on LinkedIn and Instagram
- Create original content including graphics, copy, videos, and stories tailored to each platform
- Monitor analytics and trends to optimize reach and impact

Graphic Design & Brand Communications

- Design branded outreach materials (flyers, event graphics, digital ads, etc.)
- Maintain visual consistency across all public-facing materials

Website Management & Content Creation

- Maintain and update website content
- Draft and post timely blogs, voter education content, and announcements
- Support and create dynamic page updates on www.HoustonVotersGuide.org

Email Marketing

- Create and send at least one weekly newsletter via Mailchimp
- Segment audiences and maintain email contact lists
- Share timely calls to action and election updates

Voter Education & Outreach Support

- Stay informed on local, state, and national election changes and deadlines
- Translate complex civic and election information into clear, accessible messaging for the public
- Manage Voters Guide data input and updates to Vote411.org and Houston Voters Guide platforms

Empowering Voters. Defending Democracy.

lwv@lwhouston.org | lwhouston.org

[f/lwvhouston](https://www.facebook.com/lwvhouston) [t/lwvhouston](https://twitter.com/lwvhouston) [i/lwvhouston](https://www.instagram.com/lwvhouston)



SKILLS & QUALIFICATIONS

- Proven experience in social media management and digital marketing with examples of work
- Strong writing and visual storytelling skills
- Proficiency in Canva (or similar design tools), Mailchimp, and website CMS platforms
- Ability to self-direct and manage time across multiple projects
- Passion for civic engagement and nonpartisan voter education
- Experience with database or content management tools (Vote411 familiarity is a plus)

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. Occasional evening and weekend work may be required. Lifting of at least 20 pounds and standing for several hours at a time may be required for events.

Salary

The salary range for this position is \$55,000 to \$60,000 with employer paid health benefits, 401k match, paid vacation, 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 resume, brief cover letter, and at least two samples of relevant work to lwv@lwvhouston.org with the subject line: Communications & Civic Education Manager Application

FOR IMMEDIATE HIRE