



## MOVE Texas Leadership Development Associate

MOVE Texas Civic Fund and MOVE Texas Action Fund (MOVE Texas) seeks a Leadership Development Assistant to directly support the operational needs of our Civic Leadership Program at the local and statewide level. This includes facilitating small-scale training in multiple cities during the semester, supporting local and statewide community-building events, and growing our alumni network.

### **About MOVE Texas:**

MOVE Texas (Mobilize - Organize - Vote - Empower) is a grassroots, nonpartisan nonprofit organization building power in underrepresented youth communities through civic education, leadership development, and issue advocacy. We believe the strongest advocates for the issues that matter to us are young, everyday people who are ready for a big change. We register and turn out thousands of young voters every year, work to advance progressive issues, and train hundreds of young leaders across the state to create local change. We genuinely believe in the power of young people, and invite you to become a part of it. Get to know us: [Our website](#) | [Our Facebook](#).

### **Responsibilities:**

- Responsible for operational components of the Leadership Development department programs including orientation, monthly meetings, celebration events, and graduation.
- Work with the Youth Organizing Department to recruit prospective fellows and interns and coordinate interviews.
- Support and evaluate aspects of MOVE's Civic Leadership Program.
- Work with Leadership Development Manager to develop and maintain MOVE's cohort of 150+ alumni in six cities.
- Develop and carry out leadership development workshops for fellows and interns.
- Assist Leadership Development Manager with creating guided curriculum for new Youth Organizing campus chapters.

### **What we're looking for:**

- Activists and advocates who are committed to advancing issues of social justice through youth-centered programming, policy change and community engagement.
- Candidates with 9am-5pm, weekday availability. Some night and weekend work is required.
- Well organized individuals with effective time management skills that can work independently with minimal supervision.
- Experience in program coordination, event planning, and youth organizing required.



**Position Details:**

- This position is based in Austin, Texas
- Full-time position based on an annual salary of \$38,000
- Organizers report to MOVE Texas' Leadership Development Manager
- Regular travel required including evenings and weekends
- A great benefits package including: Unlimited paid time off; paid sick days; healthcare, vision, and dental plans; travel and cellphone per diems; and much more!

MOVE Texas is an equal opportunity employer. We welcome applications from all, and strongly encourage women, people of color, people of the global majority, people with disabilities, immigrants, refugees, members of the Muslim and Jewish community, and members of the LGBTQ community to apply.

**To apply:**

Please email [hire@movetexas.org](mailto:hire@movetexas.org) (Subject Line: MOVE Texas-Leadership Development Associate) a single PDF application with a paragraph explaining why you're interested in this position, a resume, and 1-3 references (name, how you know the person, title, phone, and email).

Interviews are scheduled on a rolling basis. Priority deadline is Friday, February 28, but the position will be open until filled. No phone calls, please.