OPERATIONS FELLOWSHIP
Learn what it takes to keep a nonprofit moving

Fellowship Overview
We believe that the strongest advocates for the issues that matter to us are young, everyday people who are ready for a big change. Our Operations Fellowship is a semester-long position where participants gain and develop valuable administrative skills in an intimate nonprofit environment.

*This position is only offered in San Antonio.*

Responsibilities Include
- Develop a general understanding of finance, operations, and administration in the nonprofit sector by working closely with the staff to continuously run the organization.
- Provide regular logistical support for local and statewide programs and events.
- Participate in local and statewide Civic Leadership Program events.

THE DEETS

Paid hourly position of $15 per hour, for 20-25 hours per week

Semester-long commitment

Work with one of the most impactful voter registration organizations in Texas!
WHO WE ARE LOOKING FOR

- Young individuals committed to advancing issues of social justice through policy change and civic engagement.
- Available at least three weekdays during 9am - 5pm office hours with some evenings and weekends.
- Previous office work experience is a plus.
- Spanish proficiency is a plus.
- Familiarity with Google Suite tools.
- People of the global majority, women, LGBT folx, members of diverse faith communities, and DACA students are strongly encouraged to apply.

Click Here to Apply

THE BENEFITS

- Join a community of creative and enthusiastic change makers.
- Develop general administrative and event planning skills.
- Participate in regular local meetings with MOVE Texas comrades.