



Education Associate Job Description

MOVE Texas Civic Fund and MOVE Texas Action Fund (MOVE Texas) is seeking an innovative, strategic, and community-oriented Education Associate to develop the next generation of young leaders across Texas. 2020 will be the biggest year in MOVE's history and we are looking for a strong team member to directly support the program and operational needs of our Civic Leadership Program, Alumni Association, and connecting members to leadership opportunities. Young Texans are the heart of our organization and this role will strengthen the pulse of youth empowerment across the Lone Star State. **This position is based in Laredo, Texas.**

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 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:

Support the MOVE Texas Civic Leadership Program

- Work directly with 8-10 fellows, ages 18-24, to coach them to plan local MOVEment events that build community and elevate change makers. These events are for MOVE Texas volunteers, alumni, fellows, and staff to learn, celebrate, and grow together
- Assist Education Director with curriculum development and training for weekly leadership programming
- Connect fellows with their next leadership position by developing personal and professional growth plans

Develop and Lead the MOVE Texas Alumni Association

- Work with the Education Director to develop and implement a robust alumni program for our 150+ Civic Leadership Program graduates across Austin, Dallas, Houston, Laredo, San Marcos/Seguin, and San Antonio
- Mentor select alumni to cultivate long-term leadership within the Alumni Association and in the progressive sector
- Create and implement a semester calendar of Alumni Association events and meetings



Community Building

- Identify and promote local leadership development opportunities, such as training and conferences, and progressive job opportunities to our community of fellows, volunteers, and alumni
- Build relationships with campus administrators to grow our list of formal internship and service learning partners across the state
- Support the Educator Director with research to inform the design and implementation of a long-term statewide membership program

Support MOVE Texas Statewide Events

- During election cycles, all staff are required to work in the field serving young people. This includes events like Party at the Polls, where we literally host parties on college campuses during early voting and election day.
- Attend and support local MOVE Texas events hosted by other departments as needed. Some examples include National Voter Registration Day, Youth Power Happy Hours, community forums, watch parties, parades, and rallies.

What we're looking for:

- Available weekdays, with some weekday evenings and weekends. Willingness to work non-traditional hours to accommodate working with college-age schedules and supporting organizational events.
- Innovative, solution-oriented mindset, with commitment to working with an equity lens
- Highly organized, with exceptional attention to detail.
- Work style that is flexible, respectful and collaborative.
- Able to work independently with a remote team
- Communicates effectively with racially diverse team and community
- Experience in project coordination, event planning, and youth/young adult programming
- Ability to travel to our other cities for in-person support to our fellows during the semester. Reliable transportation and a driver's license are strongly preferred. Travel stipends provided.
- Spanish language skills are strongly preferred

Position Details:

- This position is based in Laredo, Texas.
- The Education Associate reports directly to MOVE Texas' Education Director
- Full time position based on an annual salary of \$38,000
- Travel required
- A great benefits package including: Unlimited paid time off; paid sick days; medical, vision, and dental insurance plans; travel and cellphone per diem; 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 hiring@movetexas.org (Subject Line: MOVE Texas - Education 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. Position will be open until filled. No phone calls, please.