



MOVE Texas Executive Associate

MOVE Texas Civic Fund and MOVE Texas Action Fund (MOVE Texas) are seeking an energetic, dedicated, and innovative Executive Associate to work primarily with the Executive Director and supports the Operations Director to manage essential administrative duties. You'll be a part of a dynamic, rapidly growing organization. 2020 will be our biggest year in MOVE's history and we are looking for an organized administrative person to be a proactive contributor to the executive management team.

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:

Executive Director

- Proactively coordinate and organize correspondence, calendar, and daily briefings
- Serve as principal administrative contact and liaison with constituents and external contacts, including government and elected officials
- Screen all incoming calls, inquiries, visitors, and correspondence, and route accordingly
- Coordinate travel arrangements, prepare itineraries, plan logistics and submit expense reports
- Produce detailed reports for partners, vendors, staff, donors, and our Board of Directors, including budgets, revenue and expense analysis, and presentation materials
- Attends events and meetings with Executive Director, represent the Executive Director when necessary
- Write Board of Director updates and compile materials for board and staff meetings
- Attends board meetings and records minutes
- Maintains confidentiality of highly sensitive information

Operations

- Assist with general office duties like inventory, supply orders, mail, and purchasing

During election cycles, all staff are required to work in the field serving young people

Other duties as assigned



What we're looking for:

- Available to work some weekday evenings and weekends; willingness to work non-traditional hours
- Deep commitment to MOVE's mission of engaging more young people in our democracy
- Enthusiasm for working within diverse and underrepresented communities
- Work style that is flexible, respectful and collaborative, and will maintain a supportive, empowering work culture
- Reliable transportation and a driver's license strongly preferred
- Spanish language skills are a plus, but not required

Position Details:

- This position can be based in any city MOVE Texas operates: Austin, Dallas, Houston, Laredo, San Antonio, and San Marcos, Texas
- The Executive Assistant reports directly to MOVE Texas' Development & Operations Director
- Full-time position based on an annual salary of \$38,000
- Potentially some travel required including evenings and weekends
- 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 hire@movetexas.org (Subject Line: MOVE Texas-Executive 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.