

Job Title	Civic Engagement Specialist
Employer/ Agency	Harris County Department of Education
Job Description	<p>Job Summary</p> <p>Organize presentations, activities, and resources for Head Start families that focus on voter education; to track and evaluate grant data and effectiveness; to collaborate with the Civic Engagement Coordinator and other HCDE divisions (Head Start, CASE for Kids, Adult Education, Special Schools) to increase civic participation across our served communities.</p> <p>Major Responsibilities and Duties:</p> <ul style="list-style-type: none"> • Model HCDE’s mission, vision, and values. • Work with interdisciplinary teams and other Your Voice Matters staff to ensure development and consistent implementation of grant projects. • Create strategies to track and analyze project activities, metrics and data; develop surveys and focus groups. • Design and coordinate data collection using Qualtrics and others survey software, developing surveys as needed. • Gather resources for upcoming elections and organize an election calendar for applicable city/county/state/national elections. • Integrating existing program components into developmentally appropriate lesson plans focused on civic awareness for Head Start students and their families. • Regularly attending Policy Council meetings, including Advocacy Committee meetings, and campus-level Parent Committee meetings as assigned. • Coordinate presentations from community groups to discuss issues important to HCDE students and families to provide nonpartisan voter education. • Organize and coordinate engagement activities with locally elected officials; organize neighborhood distribution of nonpartisan education materials on upcoming elections. • Maintain current and accurate documentation and complete regular data entry. • Maintain confidentiality of information. • Perform other duties as assigned.
Qualifications	<p>Experience</p> <ul style="list-style-type: none"> • Two years of experience working with communities to raise awareness of services and resources available and coordinating community events. • Experience in developing and managing systems to collect, analyze and

	<p>report data.</p> <p>Education/Certifications</p> <ul style="list-style-type: none"> • Bachelor’s degree from an accredited university in community development/organizing, social or public policy, social justice/social work, political science, or government; or • Bachelor’s degree from an accredited university in an unrelated field with experience in community advocacy, organizing, or voter education. <p>Special Knowledge/Skills</p> <ul style="list-style-type: none"> • Strong written and verbal communication skills • Excellent presentation skills • Ability to interact with diverse populations • Understanding of elections administration, elections policy, and nonpartisan voter participation and engagement • Computer skills, including word processing, spreadsheets, database management systems, and statistical analysis. • Strong critical thinking and decision-making skills • Highly organized and able to work at a rapid pace • Effective planning and coordination of projects and events • Effective interpersonal skills with staff, families and community partners • Proficiency with a variety of software, including Microsoft Word, Excel, Power Point, Publisher and Access • Bilingual (English/Spanish) speaking skills preferred
Salary/Hours	<p>Full-time</p> <p>Salary: \$48,211 - \$59,155</p>
City, State, Zip	Houston, TX
Application Method	<p>Apply Here:</p> <p>https://hcdetexas.tedk12.com/hire/ViewJob.aspx?JobID=1084</p>
Opening Date	Immediately

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